SECTION I: Public Access to Advisory Committee Data

What is the FACA Database?

The FACA database is a specialized database on the web. The **Federal Advisory Committee Act** (FACA) originally required that specific data items about advisory committees be collected by the President at least annually and transmitted to Congress for review. This was done annually, in the fall for 24 years from 1972 through 1996. The process began with paper reports submitted from the more than 1000 committees to their agencies, some of the reports hundreds of pages long due to the number of members and the numbers of meetings. The agencies duplicated the reports (8 copies per committee) and summarized the numeric data (member counts, meeting counts, costs breakdowns, etc.) by their agencies, shipping the duplicates and summaries to the Committee Management Secretariat. The Secretariat combined the committee reports, arranged by agency, into multiple loose-leaf bound sets for shipment to the Library of Congress; and summarized and analyzed the numeric data by agency into a printed report transmitted to Congress over the President's signature. In 1997 this web-based database began to be used by all the government agencies that have advisory committees to collect and report that data. In 1998, this online system was demonstrated to Congress (in the form of a Government Oversight Committee Hearing). In 1999, Congress determined that "the printed and transmitted hard-copy annual report" was no longer required. With this online, publicly accessible, continuously updated, data-collection and management system, the Congress, the President, the Agencies, the Committee Management Secretariat, and the "public" user have complete access to the data in the system via the Internet in a read-only mode in real time.

The Federal Advisory Committee Act continues to require that the agencies, through their Committee Management Officers, provide information about the agency's advisory committees for an annual comprehensive review. The web-based database accommodates and builds upon that requirement by both allowing the continual updating of committee information throughout the reporting year and providing committee management functionality. Each advisory committee's Designated Federal Official (DFO) primarily uses the system to update the information on their advisory committee during the current fiscal year. Doing so allows them to 1) manage the committee information flow within the agency and 2) report the data required by law. The DFO is given their access rights, their logon (username) and their initial password by their agency CMO. The DFO, like any public user, can view all of the information on all of the committees of all the agencies of the federal government available for the current fiscal year in a read-only mode. At the same time, only the DFO, or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update the committee data for the current year.

Keeping the data continuously up-to-date converts the system and record keeping from a focus on history and records, to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone. Everyone, in this extraction, ranges from the public user interested in a specific issue, to the agency official wanting a view of specific committee activity as well as the broader view of committee activity across the agency, to congressional staff with oversight responsibility.

What kind of data has been collected?

For the DFO, the program collects and displays

- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),

- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcript,
- Activity and justification (raison d'etre) information,
- DFO appointment and contact information,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

This information exists for each committee and is aggregated by the agency as well as by the whole government, by year. The database does not contain meeting announcements, although proposed future meetings can be listed and there are provisions for other additions in the future. Some of the committees also put their meeting minutes, transcripts, meeting content information, reports, and recommendations to the agency on their committee web site or the agency web site. While the law requires that the minutes and reports be maintained in a central and accessible location, during and well beyond the active life of the committee, it does not require that the minutes and reports be uploaded to this system.

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO mentioned above. Specifically for the CMO the program also collects, totals, accesses, and displays information that includes

- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- Filters to limit the number of committees viewed on the Committee List page at any one time,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a growing set of heads-up/potential problem comparisons about and between agency committees and government averages,
- The available discretionary ceiling pertinent to the agency for new committees,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, re-establish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** button). The DFO and public users do not see the **Consultation** button when viewing their Committee Menu page. Users only see the data and functions their permission level allows.

How does one use the system?

FACA established that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction. The law's language states that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –

- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that

- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

The FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it is edited and updated by the DFO or her designee from year to year until the information is no longer required. When a committee is first established and chartered by an agency, the information on the committee is generally entered by the CMO or his designee and should address most of the committee's general, membership, and estimated cost information requirements. Normally, when the CMO adds a committee to the system, the DFO is already officially appointed, and involved in the committee's mission and charter. The process ordinarily proceeds as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, simply starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under the law.
- The CMO confers with the Committee Management Secretariat (CMS) regarding the new committee, ensures that a DFO has been appointed, creates the new committee online using the system, files the charter with the appropriate congressional oversight committees, and provides the appointed DFO and his designees with logons to the system.

When notified that she has been given a logon, the DFO logs onto the system and

- Edits all of the information for completeness and accuracy. Most DFOs confer with the agency CMO before changing data entered by another user, but any user given edit rights by a CMO to a committee's data can make the changes they deem necessary. Two users can even be changing data in the same committee at the same time. The last data saved wins.
- Adds meetings and reports as they are scheduled or occur,
- Adds or deletes members as they are appointed or replaced,
- Adds or updates costs as they occur,
- Adds, updates, changes, or clarifies the justifications, activities, and committee recommendations to the agency if the situation warrants,
- Adds or updates the web addresses if a web site is created for the committee or committee information is available at other web sites,
- Adds or updates their own contact information as it changes, and,
- At the end of the fiscal year, the DFO, in consultation with the CMO, recommends the continuance or termination of the committee, and
- Verifies the accuracy and completeness of the committee data for the closing year.

At the beginning of each fiscal year, the system carries all of the data entered for the previous year forward for the new fiscal year, except for meetings and reports. Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the Public Access button.

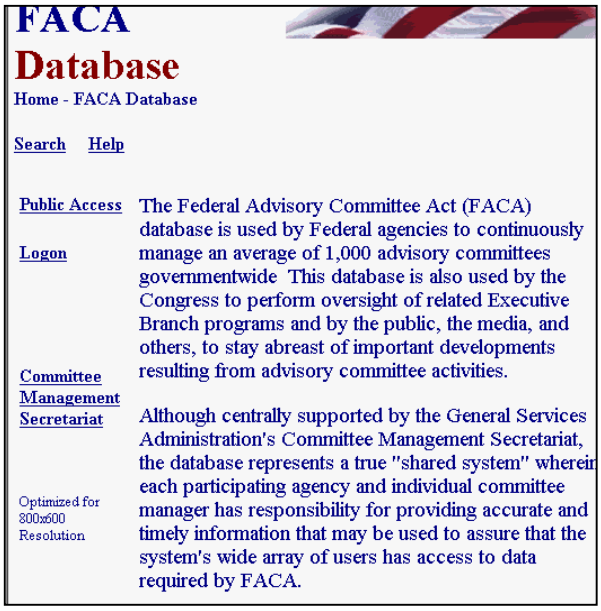
The Public Access part of the system is a useful tool to the DFO and CMO as well as to the public, especially in areas related to their management concerns. Using the Search feature, the DFO can discover

what other committees exist with issues and concerns similar to their own charter. With that knowledge, the user can Drill Down to the specific committees and determine if the system has information useful to them, or they can identify people to contact for further investigation. In the Public Access part of the system the user drills down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the user can **Search** the entire collection for any word or phrase. Like the public user, the government user can

- Perform a Database Search using criteria to limit the data displayed,
- Perform a Member Search using criteria to limit the members displayed,
- Download selected data to a spreadsheet from the Download Center,
- Check the **Annual Comprehensive Reviews** from previous years, and
- Examine the printed annual reports submitted by the president since 1972.

Other reports and features will be added to the Public Access section as they are developed.

Finding and Using the System



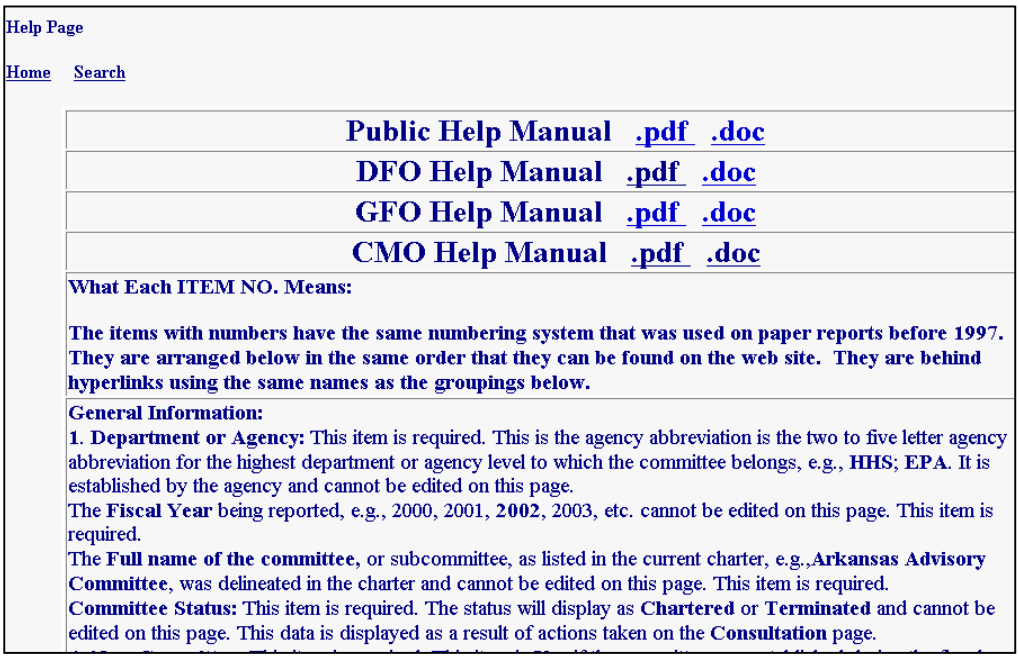
The opening screen for the **FACA Database** lets users know that they have found the data repository and lists their options. The most direct address for the system will always be http://www.facadatabase.gov
Hyperlinks and buttons control navigation throughout the system. The **hyperlinks** that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The hyperlinks are located in the top border and the left border areas. Users should move from page to page with the hyperlinks as much as possible and avoid use of the browser buttons (like the "**arrows"** to go back or forward) unless specifically instructed to do so on the web page they are viewing.

We emphasize the avoidance of the browser buttons because the **FACA Database** is truly a database and an online application. A database and online application operates differently on the Internet than purely informational net pages. Browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection and filter, but have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in an online work session, and if the user starts jumping around using the browser menu, it is possible for the database application to lose track of who you are and what committee you are examining. It doesn't usually happen and the technology is improving to prevent this conundrum, but a word to the wise.

The five hyperlinks on the opening screen navigate to the
Search,
Help,
Public Access,
Logon, and
Committee Management Secretariat pages.
The cursor displays a hand as the mouse moves over a hyperlink.

Search allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found below. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

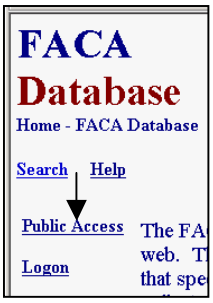
Help explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different users. This manual is for the part of the system designed for public access. The manuals can be viewed on the screen and printed with Microsoft Word or Adobe Acrobat Reader.



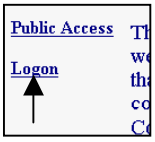
Help Page

Home Search

Public Help Manual .pdf .doc
DFO Help Manual .pdf .doc
GFO Help Manual .pdf .doc
CMO Help Manual .pdf .doc
What Each ITEM NO. Means: **The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they can be found on the web site. They are behind hyperlinks using the same names as the groupings below.**
General Information: **1. Department or Agency:** This item is required. This is the agency abbreviation is the two to five letter agency abbreviation for the highest department or agency level to which the committee belongs, e.g., **HHS**; **EPA**. It is established by the agency and cannot be edited on this page. The **Fiscal Year** being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required. The **Full name of the committee,** or subcommittee, as listed in the current charter, e.g.,**Arkansas Advisory Committee**, was delineated in the charter and cannot be edited on this page. This item is required. **Committee Status:** This item is required. The status will display as **Chartered** or **Terminated** and cannot be edited on this page. This data is displayed as a result of actions taken on the **Consultation** page.



Public Access takes the user to a page listing the **Fiscal Years** of reported data in the system, the Database Search, the Member Search, the Download Center**,** and the available Annual Comprehensive Reviews/Summaries since the cessation of the printed, transmitted, annual report**.** All the data is read-only. A reviewer must consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure for the present is that the information on a committee should not be deemed official and complete until that committee's data has been verified by the agency CMO for that fiscal year. The complete manual for the use of the Public Access section follows below.



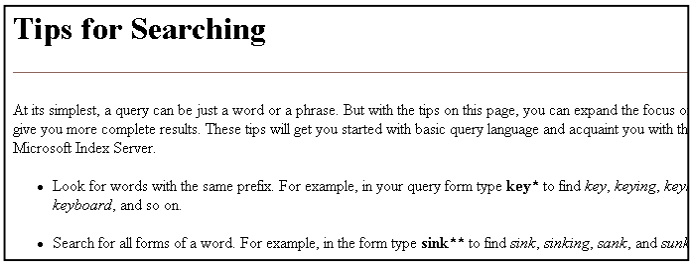
Logon allows federal employee users who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. DFOs can update their committees, CMOs can update all of their agency's committees, and the Committee Management Secretariat's staff can update all the agencies' data.

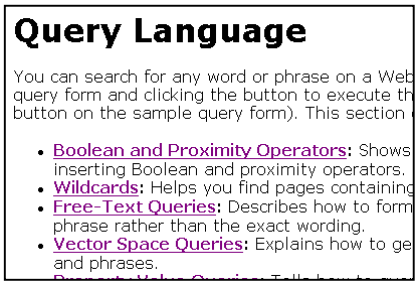
Committee Management Secretariat links the user to the Committee Management Secretariat's home page on the GSA Portal. This home page can also be found at http://www.gsa.gov/committeemanagement, the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.

The Search Feature

The **Search** page allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the annual reports, the committee charters, and any stored meeting minutes or reports.

The **Search** page has **Home** and **Help** hyperlinks, **Tips for Searching** and **Free Text Search** hyperlinks, and a **Go** button that starts the search. The search feature can be very elegant and used in a variety of ways from the very simple – "Typing in a single word" to generating a very sophisticated search utilizing the parameters described in both or either of **Tips for Searching** and **Free Text Search**.





A simple search on "HIV" reveals six hits on various committees over the years.

The **Summary** and **Full** options highlight the targeted text within the searched document.

The **Home** hyperlink returns the user to the opening page of the database system.

The Drill Down Feature

The **Public Access** hyperlink is useful for the user interested in information on a specific committee or with questions about specific advisory committee operations. This manual was revised most recently when the system displayed data from **1997-2002.** The database will continue to expand as data is added from earlier years and as new years are completed. Database Search provides for an endless variety of comparisons and questions. Using either the Database Search or the Download Center the user can download the selected data to a spreadsheet program and perform further analysis

The **Public Access** page has

- **Home**,
- **Up**,
- **Search**, and
- **Help** hyperlinks, and
- **Year**,
- **Database Search**,
- **Members Search**,
- **Download Center**, and
- **Annual Comprehensive Reviews** buttons.

As users make choices they drill down into the data. The **Up** hyperlink takes the user back up a level.

Agency List

When the user selects a year, the program presents an **Agency List** page listing all the agencies that had advisory committees that year.

Agency Name	Abbreviation	Web Site	CMORolloverDat
African Development Foundation	ADF	http://www.adf.gov	12/17/2001 11:32:4 AM
Agency for International Development	AID	http://www.info.usaid.gov	3/13/2002 1:23:54 PM
Architectural and Transportation Barriers Compliance Board	ATBCB	http://www.access-board.gov	1/31/2002 12:07:20 PM
Broadcasting Board of Governors	BBG	http://www.ibb.gov/bbg/	3/13/2002 3:01:27 PM
Commission on Civil Rights	CCR	http://www.usccr.gov	3/1/2002 5:57:37 PM
Commission on the Future of the United States Aerospace Industry	CFAI	http://www.aerospacecommission.gov/	3/13/2002 3:02:13 PM
Commodity Futures Trading Commission	CFTC	http://www.cftc.gov/	3/13/2002 1:55:15 PM
Corporation for National and Community Service	CNCS	http://www.nih.gov/nia/related/aoaresrc/dir/81.htm	3/13/2002 2:58:08 PM
Department of Commerce	DOC	http://www.doc.gov	3/12/2002 3:07:03 PM

In addition to some new hyperlinks, the **Agency List** page introduces **Option** buttons for acting on the data displayed on the page (grayed out buttons can't be used). Some field contents, like the agency names in the picture, are displayed as drill-down hot links for jumping directly to that agency's data on another page. The data fields that are hot-links are underlined.

The **Agency List** page has two additional hyperlinks.

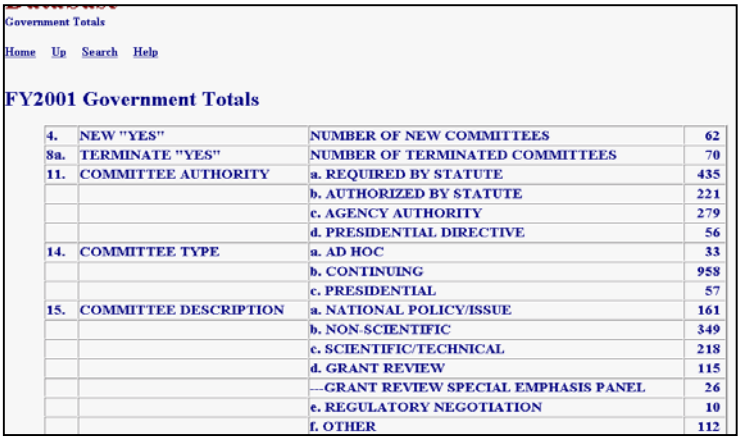
- GOV Totals, and
- CMO Reports.

Government Totals Report

The **GOV Totals** hyperlink presents the totals for what were originally the data items of interest and concern to Congress for the first 26 years of the FACA Annual Reports. Congress and the President generally wanted to know for measurement purposes,

- The number of new committees,
- The number of terminated committees,
- The distribution of the committees set up by Congress or the President or Agencies,
- The general focus of the committees,
- The number of reports submitted,
- The number of meetings held and whether the meetings were open or closed,
- The total cost to the government, and
- The number of people involved.

To return to the **Agency List** page from the **GOV Totals** page, the user clicks the **Up** hyperlink.

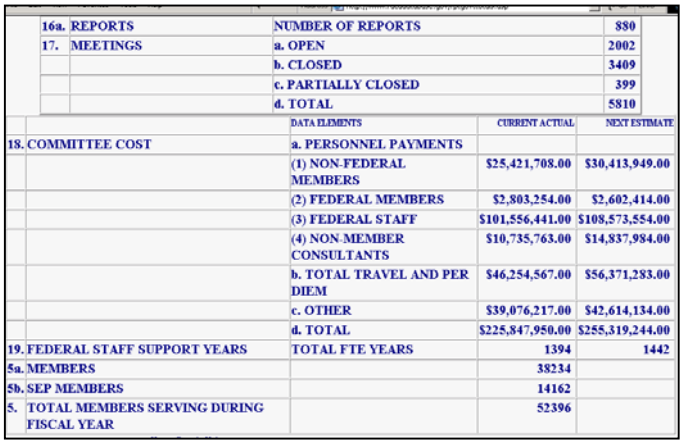


Government Totals

Home Up Search Help

FY2001 Government Totals

4.	NEW "YES"	NUMBER OF NEW COMMITTEES	62
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	70
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	435
		b. AUTHORIZED BY STATUTE	221
		c. AGENCY AUTHORITY	279
		d. PRESIDENTIAL DIRECTIVE	56
14.	COMMITTEE TYPE	a. AD HOC	33
		b. CONTINUING	958
		c. PRESIDENTIAL	57
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	161
		b. NON-SCIENTIFIC	349
		c. SCIENTIFIC/TECHNICAL	218
		d. GRANT REVIEW	115
		---GRANT REVIEW SPECIAL EMPHASIS PANEL	26
		e. REGULATORY NEGOTIATION	10
		f. OTHER	112



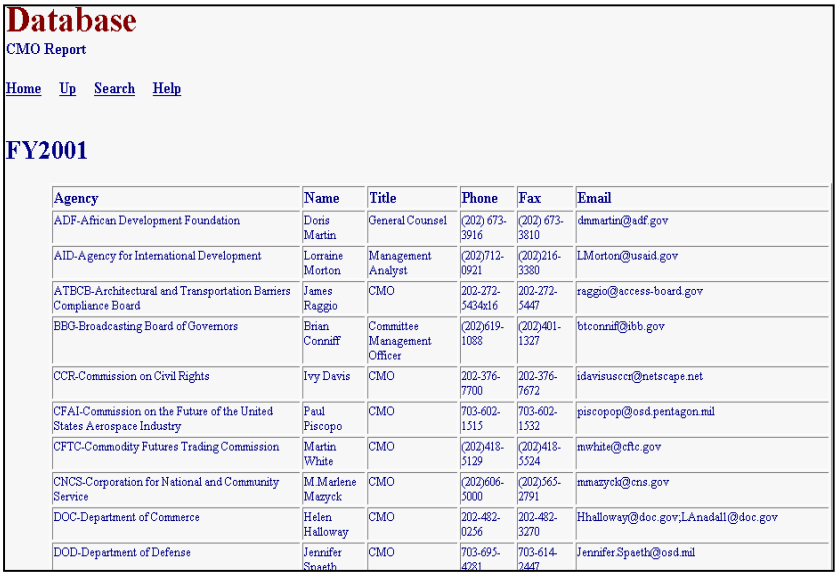
16a.	REPORTS	NUMBER OF REPORTS	880
17.	MEETINGS	a. OPEN	2002
		b. CLOSED	3409
		c. PARTIALLY CLOSED	399
		d. TOTAL	5810

	DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
18. COMMITTEE COST	a. PERSONNEL PAYMENTS		
	(1) NON-FEDERAL MEMBERS	$25,421,708.00	$30,413,949.00
	(2) FEDERAL MEMBERS	$2,803,254.00	$2,602,414.00
	(3) FEDERAL STAFF	$101,556,441.00	$108,573,554.00
	(4) NON-MEMBER CONSULTANTS	$10,735,763.00	$14,837,984.00
	b. TOTAL TRAVEL AND PER DIEM	$46,254,567.00	$56,371,283.00
	c. OTHER	$39,076,217.00	$42,614,134.00
	d. TOTAL	$225,847,950.00	$255,319,244.00
19. FEDERAL STAFF SUPPORT YEARS	TOTAL FTE YEARS	1394	1442
5a. MEMBERS		38234	
5b. SEP MEMBERS		14162	
5. TOTAL MEMBERS SERVING DURING FISCAL YEAR		52396	

Committee Management Officer Report

The **CMO Report** hyperlink deploys the **CMO Report** page that displays the Committee Management Officer list for that year.

The **Up** hyperlink returns the user to the **Agency List** Page.



Database

CMO Report

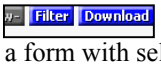
Home Up Search Help

FY2001

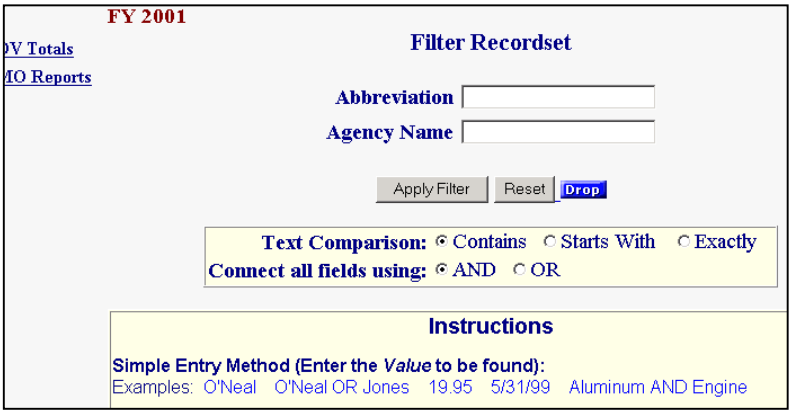
Agency	Name	Title	Phone	Fax	Email
ADF-African Development Foundation	Doris Martin	General Counsel	(202) 673-3916	(202) 673-3810	dmmartin@adf.gov
AID-Agency for International Development	Lorraine Morton	Management Analyst	(202)712-0921	(202)216-3380	LMorton@usaid.gov
ATBCB-Architectural and Transportation Barriers Compliance Board	James Raggio	CMO	202-272-5434x16	202-272-5447	raggio@access-board.gov
BBG-Broadcasting Board of Governors	Brian Conniff	Committee Management Officer	(202)619-1088	(202)401-1327	btconniff@ibb.gov
CCR-Commission on Civil Rights	Ivy Davis	CMO	202-376-7700	202-376-7672	idavisusccr@netscape.net
CFAI-Commission on the Future of the United States Aerospace Industry	Paul Piscopo	CMO	703-602-1515	703-602-1532	piscopop@osd.pentagon.mil
CFTC-Commodity Futures Trading Commission	Martin White	CMO	(202)418-5129	(202)418-5524	mwhite@cftc.gov
CNCS-Corporation for National and Community Service	M.Marlene Mazyck	CMO	(202)606-5000	(202)565-2791	mmazyck@cns.gov
DOC-Department of Commerce	Helen Halloway	CMO	202-482-0256	202-482-3270	Hhalloway@doc.gov;LAnadall@doc.gov
DOD-Department of Defense	Jennifer Spaeth	CMO	703-695-4281	703-614-2447	Jennifer.Spaeth@osd.mil

Sorting helps the user to find an item in the list more efficiently. By clicking on the underlined column headings (**Agency Name** or **Abbreviation** or **Web Site**) the user can order the display by that column. The first click sorts in ascending (A-Z or low to high) order. Following clicks reverse the previous order. Ascending becomes descending (Z-A and high to low).

Agency Name	Abbreviation	Web Site
Women's Progress Commemoration Commission	WPCC	http://womenshistory.about.com/library/news/pr/blpr9906a.htm
Department of Veterans Affairs	VA	http://www.va.gov
Office of the United States Trade Representative	USTR	http://www.ustr.gov/
Department of Agriculture	USDA	http://www.usda.gov/
Tennessee Valley Authority	TVA	http://www.tva.gov/
Department of the Treasury	TRES	http://www.ustreas.gov/



Filter presents a form with selected fields that can be used to filter the data, and instructions for how to enter the filter criteria. If the user was examining the **Agency List** page above, and wanted to narrow the search down to just the **Department of Veterans Affairs**, the user could type **VA** in the **Abbreviation** field and click on **Apply Filter**. This can be much more efficient than visually or manually scrolling through the list if the user has a slow Internet connection. A filter is removed by applying the filter again on the **Filter** page with no criteria identified, or by clicking the **Reset** or **Drop** buttons. The user would click the **Filter** option button, and then with the criteria fields blank, click the **Apply Filter** button.



FY 2001

)V Totals

MO Reports

Filter Recordset

Abbreviation

Agency Name

Apply Filter | Reset | Drop

Text Comparison: ◉ Contains ○ Starts With ○ Exactly

Connect all fields using: ◉ AND ○ OR

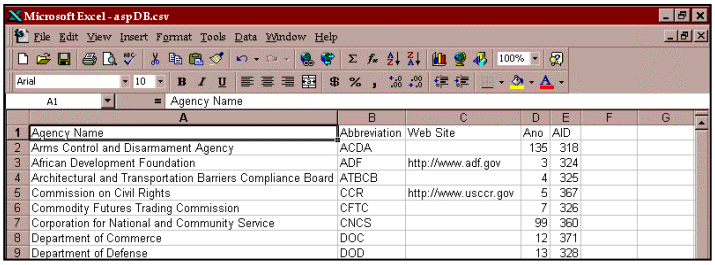
Instructions

Simple Entry Method (Enter the *Value* to be found):

Examples: O'Neal O'Neal OR Jones 19.95 5/31/99 Aluminum AND Engine

The **Download** option button sends the data currently displayed on the screen to a comma-delimited, Excel, spreadsheet file. Often the data displayed on the page has some fields and content hidden and that data is included in the download as well. In this example, the **Agencies List** page uses numeric key fields to connect the agency data to committee data and user data. These numeric keys have no meaning outside of linking tables in the database structure, so the Internet system user does not need to see them or even know about them. On the other hand, the user downloading the data may want to link this data to other data tables and the keys could prove very helpful and useful in that situation.
The operation of the download process is familiar to anyone who has ever downloaded a file from the Internet. The program gives the user an option to save to disk (often the preferred action from a security viewpoint, which is why it is the first choice), and then a chance to identify the storage location on the user's computer and the name to use on the saved file. As most of us have discovered, it is important that the user remembers (or even writes down) the file name given to the file and the file location selected on the hard drive. If the user just wants to see the selected data in a spreadsheet, choose "Open the file from its current location". The user can always save the file from the spreadsheet screen later.

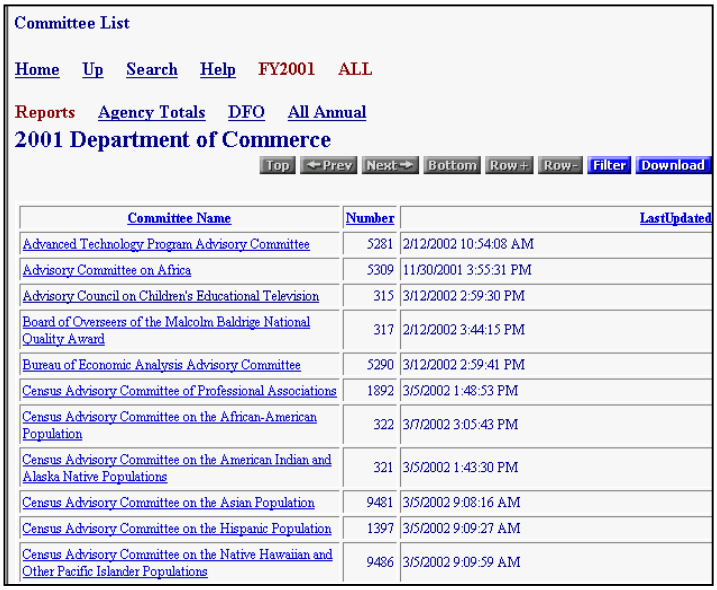
When the user opens the file in a spreadsheet program, the data is displayed in its entirety. If the numeric key columns (D and E) that were included are superfluous, they can be discarded with no difficulty or damage to the rest of the information.



	A	B	C	D	E	F	G
1	Agency Name	Abbreviation	Web Site	Ano	AID		
2	Arms Control and Disarmament Agency	ACDA		135	318		
3	African Development Foundation	ADF	http://www.adf.gov	3	324		
4	Architectural and Transportation Barriers Compliance Board	ATBCB		4	325		
5	Commission on Civil Rights	CCR	http://www.usccr.gov	5	367		
6	Commodity Futures Trading Commission	CFTC		7	326		
7	Corporation for National and Community Service	CNCS		99	360		
8	Department of Commerce	DOC		12	371		
9	Department of Defense	DOD		13	328		

Selecting an Agency and Drilling Down to a Committee List

After an agency has been selected, the user can drill down to the next level (i.e., from agencies down to committees) by clicking on the hyperlinked text (in this case, the agency name). As mentioned earlier, the user knows that text is hyperlinked if it is underlined. Hyperlinked text is often also a different color than the remaining displayed text. The cursor will change from an Arrow to a Hand when the cursor is positioned over hyperlinked text.



Committee List

Home Up Search Help FY2001 ALL

Reports Agency Totals DFO All Annual

2001 Department of Commerce

Top Prev Next Bottom Row+ Row- Filter Download

Committee Name	Number	LastUpdated
Advanced Technology Program Advisory Committee	5281	2/12/2002 10:54:08 AM
Advisory Committee on Africa	5309	11/30/2001 3:55:31 PM
Advisory Council on Children's Educational Television	315	3/12/2002 2:59:30 PM
Board of Overseers of the Malcolm Baldrige National Quality Award	317	2/12/2002 3:44:15 PM
Bureau of Economic Analysis Advisory Committee	5290	3/12/2002 2:59:41 PM
Census Advisory Committee of Professional Associations	1892	3/5/2002 1:48:53 PM
Census Advisory Committee on the African-American Population	322	3/7/2002 3:05:43 PM
Census Advisory Committee on the American Indian and Alaska Native Populations	321	3/5/2002 1:43:30 PM
Census Advisory Committee on the Asian Population	9481	3/5/2002 9:08:16 AM
Census Advisory Committee on the Hispanic Population	1397	3/5/2002 9:09:27 AM
Census Advisory Committee on the Native Hawaiian and Other Pacific Islander Populations	9486	3/5/2002 9:09:59 AM

Agency Totals

The **Agency Totals** hyperlink provides the same kind of information to the agency that GOV Totals provided to the government as a whole, the data items of interest and concern to Congress for the first 26 years of the FACA Annual Reports.

Agency Totals

Home Up Search Help

2001-Department of Commerce

4.	NEW "YES"	NUMBER OF NEW COMMITTEES	1
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	0
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	37
		b. AUTHORIZED BY STATUTE	1
		c. AGENCY AUTHORITY	15
		d. PRESIDENTIAL DIRECTIVE	4
14.	COMMITTEE TYPE	a. AD HOC	0
		b. CONTINUING	57
		c. PRESIDENTIAL	3
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	30
		b. NON-SCIENTIFIC	10
		c. SCIENTIFIC/TECHNICAL	15
		d. GRANT REVIEW	0
		e. REGULATORY NEGOTIATION	0
		f. OTHER	2
16a.	REPORTS	NUMBER OF REPORTS	76
17.	MEETINGS	a. OPEN	63

Designated Federal Official (DFO) Report

DFO Report

Home Up Search Help

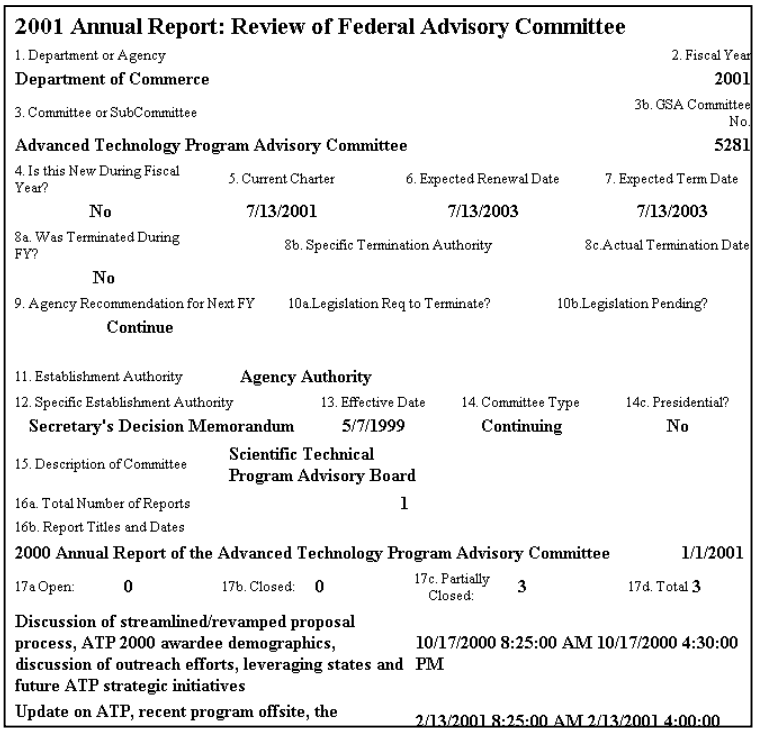
2001-Department of Commerce

Committee	Name	Title	Phone	Fax	Eail
Advanced Technology Program Advisory Committee	Janet Russell	DFO	301-975-2107	301-948-1224	janet.russell@nist.gov
Advisory Committee on Africa	Alicia Robinson	International Economist	202-482-5148	202-482-5198	alicia_robinson@ita.doc.gov
Advisory Council on Children's Educational Television	Bernadette McGuire-Rivera	DFO	202-482-5802		bmcguire-rivera@ntia.doc.gov
Board of Overseers of the Malcolm Baldrige National Quality Award	Janet Russell	DFO	301-975-2107	301-948-1224	janet.russell@nist.gov

The **DFO Report** hyperlink displays the Designated Federal Official List for the agency's advisory committees for the year.

All Annual Reports

The **All Annual Reports** hyperlink provides a quick way to display and print all of the Annual Comprehensive Review information for the selected agency for the selected year.



2001 Annual Report: Review of Federal Advisory Committee

1. Department or Agency	2. Fiscal Year
Department of Commerce	**2001**

3. Committee or SubCommittee	3b. GSA Committee No.
Advanced Technology Program Advisory Committee	**5281**

4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	**7/13/2001**	**7/13/2003**	**7/13/2003**

8a. Was Terminated During FY?	8b. Specific Termination Authority	8c.Actual Termination Date
No		

9. Agency Recommendation for Next FY	10a.Legislation Req to Terminate?	10b.Legislation Pending?
Continue		

11. Establishment Authority: **Agency Authority**

12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
Secretary's Decision Memorandum	**5/7/1999**	**Continuing**	**No**

15. Description of Committee: **Scientific Technical Program Advisory Board**

16a. Total Number of Reports: **1**

16b. Report Titles and Dates

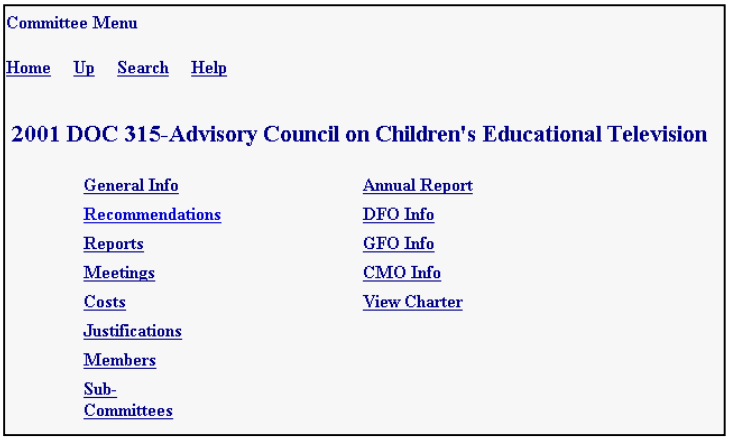
2000 Annual Report of the Advanced Technology Program Advisory Committee	**1/1/2001**

17a Open:	17b. Closed:	17c. Partially Closed:	17d. Total
0	**0**	**3**	**3**

Discussion of streamlined/revamped proposal process, ATP 2000 awardee demographics, discussion of outreach efforts, leveraging states and future ATP strategic initiatives	**10/17/2000 8:25:00 AM 10/17/2000 4:30:00 PM**
Update on ATP, recent program offsite, the	**2/13/2001 8:25:00 AM 2/13/2001 4:00:00**

Selecting a Committee

To select a specific committee, the user clicks on the hyperlinked committee name (the underlined committee name). This selection will take the user to the **Committee Menu** page for that committee.



Committee Menu

Home Up Search Help

2001 DOC 315-Advisory Council on Children's Educational Television

General Info	Annual Report
Recommendations	DFO Info
Reports	GFO Info
Meetings	CMO Info
Costs	View Charter
Justifications	
Members	
Sub-Committees	

The hyperlinks on the **Committee Menu** page group the information about the committee into related units. Information reported at least annually is grouped in the left column of buttons and agency information relative to the committee is grouped in the right column of buttons. The **Committee Menu** page hyperlinks are

- General Info,
- Recommendations,
- Reports,
- Meetings,
- Costs,
- Justifications,
- Members,
- Sub-Committees,
- Annual Report,
- DFO Info,
- CMO Info, and
- View Charter.

Hyperlinks that are not shown for this example committee but sometime present are the **GFO Info** hyperlink and the **Web Site** hyperlink. Those links are used for information about a coordinator of a group of committees within an agency and a committee's web site (if it has one) respectively.

The General Information Page

The **General Info** hyperlink displays the **General Info** page. Most of the information on the **General Info** page doesn't change from year to year, other than the current charter date and the dates a committee is renewed or terminated. The committee name, function, and authority under which the committee was established tend to remain the same for the life of the committee. The buttons on the **General Info** page under the **Committee Name** are to facilitate movement and data entry to the rest of the information pages without having to return each time to the **Committee Menu** page.

General Information

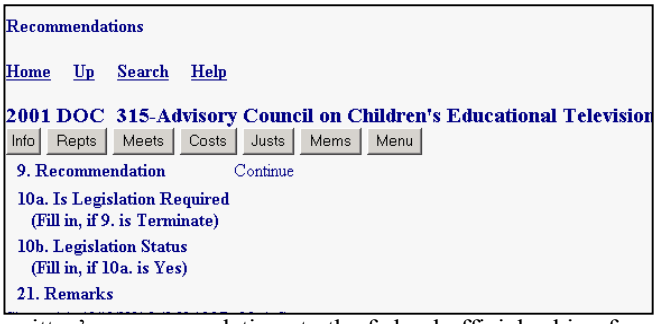
Home Up Search Help

2001 DOC 315-Advisory Council on Children's Educational Television

Rec | Repts | Meets | Costs | Justs | Mems | Menu

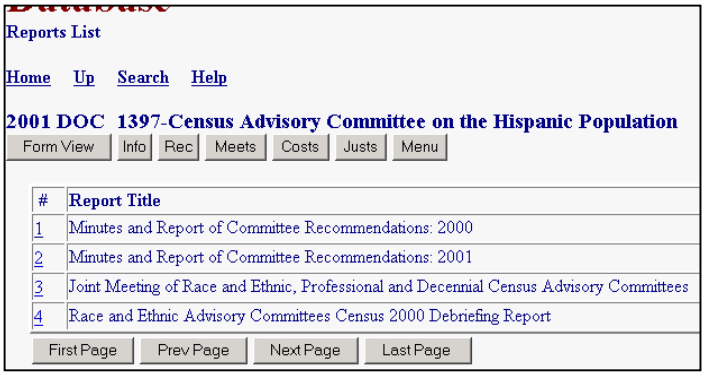
1. Department or Agency:	DOC
Committee Status:	Chartered
4. New Committee:	No
5. Current Charter Date:	11/6/1995
6. Expected Renewal Date:	11/6/1997
7. Expected Termination Date:	11/6/1997
8a. Terminated This FY:	No
8b. Specific Termination Authority:	
8c. Actual Termination Date:	
11. Establishment Authority:	Statutory(Congress Created)
12. Specific Establishment Authority:	47 U.S.C. 394
13. Effective Date Of Authority:	10/18/1990
14a or 14b. Committee Type:	Continuing
14c. Presidential:	No
14d. Presidential Appointments:	No
15. Committee Function:	Non Scientific Program Advisory Board
Exempt from Renewal:	No
Number of Members:	Unlimited
Committee URL:	

The Recommendations Page

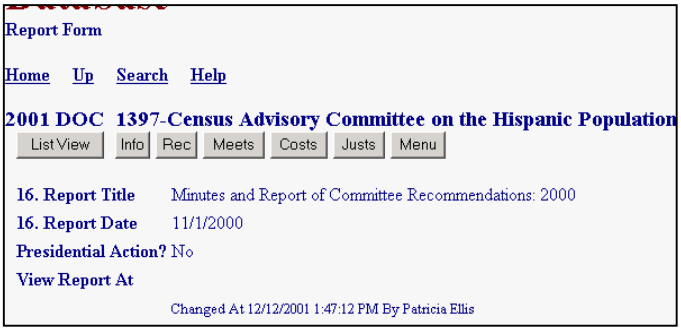


The **Recommendations** hyperlink on the **Committee Menu** page and the **Rec** navigation button on the **General Info** page display the **Recommendations** page. The **Recommendations** page is sometimes misinterpreted. It does not report the committee recommendations to the government official it advises. This page actually reports the agency's recommendations regarding the continued usefulness of the committee. The advisory committee's recommendations to the federal official asking for the advisory committee's advice have not been reported in the Comprehensive Annual Reviews of the past. They are expected to be a vital part of advisory committee performance measures in the future.

The Reports List and Form Pages

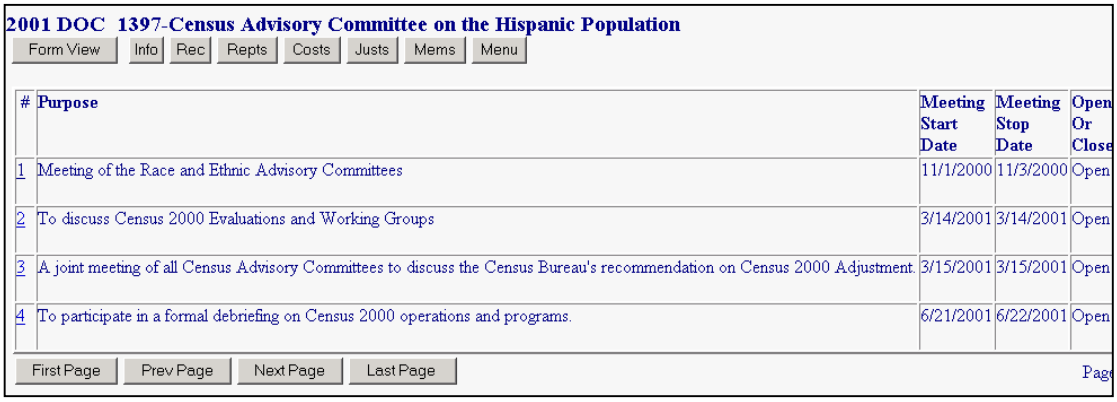


The **Reports** hyperlink on the **Committee Menu** page and the **Repts** navigation button on the **Recommendations** page display the **Reports** page. The **Reports** page is a list of reports. When a list is shown, the user can drill down to see if further detail is available with either the **Form View** navigation button or with the hyperlinked number on the left side of the report list.



The detail on the individual **Reports** page might not display any more information than the user had available while looking at the report list. However, the system does support the capture and display of committee reports if the DFOs choose to provide them here online rather than requiring a request at their office. Some committees also maintain their own web sites and provide access to reports at that site.

The Meetings List and Form Pages



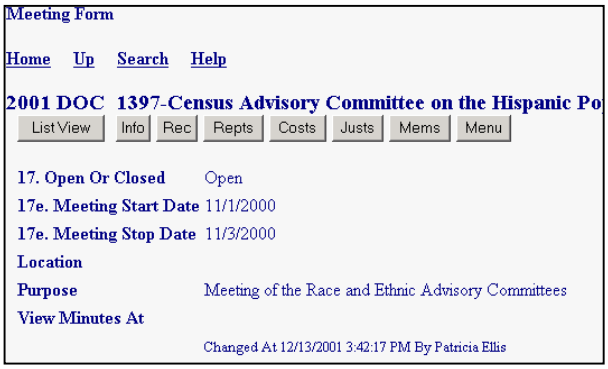
2001 DOC 1397-Census Advisory Committee on the Hispanic Population

Form View | Info | Rec | Repts | Costs | Justs | Mems | Menu

#	Purpose	Meeting Start Date	Meeting Stop Date	Open Or Close
1	Meeting of the Race and Ethnic Advisory Committees	11/1/2000	11/3/2000	Open
2	To discuss Census 2000 Evaluations and Working Groups	3/14/2001	3/14/2001	Open
3	A joint meeting of all Census Advisory Committees to discuss the Census Bureau's recommendation on Census 2000 Adjustment.	3/15/2001	3/15/2001	Open
4	To participate in a formal debriefing on Census 2000 operations and programs.	6/21/2001	6/22/2001	Open

First Page | Prev Page | Next Page | Last Page | Page

Either the **Meetings** hyperlink from the **Committee Menu** page or the **Meets** navigation button from the **Reports** page displays the **Meetings** page. Like the **Reports** (list) page, the **Meetings** page is a list page. The user can drill down to the **Meetings** detail page with the **Form View** navigation button or can click the hyperlinked number on the left side of the meetings list. The **Meetings** (form) page did not previously require the notation of a purpose and location, but it does from 2002 forward. The DFOs can upload the meeting minutes for display on the online system if they do not have the minutes available on their own web sites.



Meeting Form

Home Up Search Help

2001 DOC 1397-Census Advisory Committee on the Hispanic Po

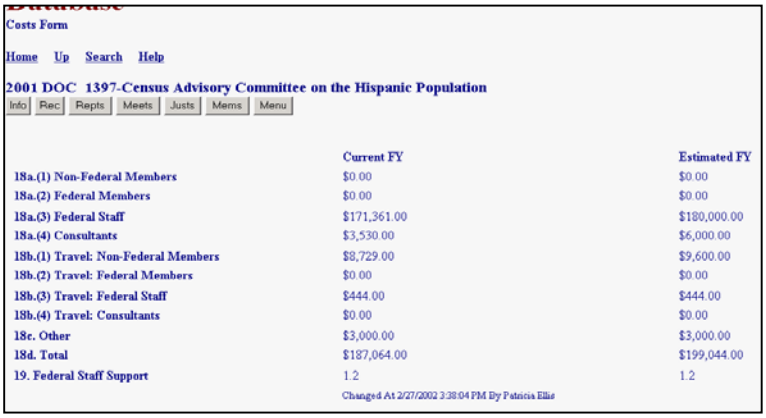
List View | Info | Rec | Repts | Costs | Justs | Mems | Menu

17. Open Or Closed	Open
17e. Meeting Start Date	11/1/2000
17e. Meeting Stop Date	11/3/2000
Location	
Purpose	Meeting of the Race and Ethnic Advisory Committees
View Minutes At	

Changed At 12/13/2001 3:42:17 PM By Patricia Ellis

The Costs Page

By clicking the **Costs** hyperlink from either the **Committee Menu** page or the navigation button from the **Meetings** page, the user displays the **Costs** page.



Costs Form

Home Up Search Help

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

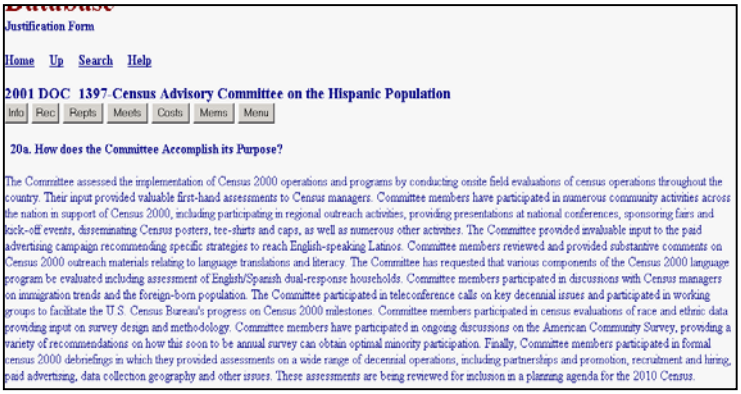
Info | Rec | Repts | Meets | Justs | Mems | Menu

	Current FY	Estimated FY
18a.(1) Non-Federal Members	$0.00	$0.00
18a.(2) Federal Members	$0.00	$0.00
18a.(3) Federal Staff	$171,361.00	$180,000.00
18a.(4) Consultants	$3,530.00	$6,000.00
18b.(1) Travel: Non-Federal Members	$8,729.00	$9,600.00
18b.(2) Travel: Federal Members	$0.00	$0.00
18b.(3) Travel: Federal Staff	$444.00	$444.00
18b.(4) Travel: Consultants	$0.00	$0.00
18c. Other	$3,000.00	$3,000.00
18d. Total	$187,064.00	$199,044.00
19. Federal Staff Support	1.2	1.2

Changed At 2/27/2002 3:38:04 PM By Patricia Ellis

The Justifications Page

By using either the **Justs** navigation button from the **Costs** page or the **Justifications** hyperlink from the **Committee Menu** page, the user displays the **Justifications** page.


Justification Form

Home Up Search Help

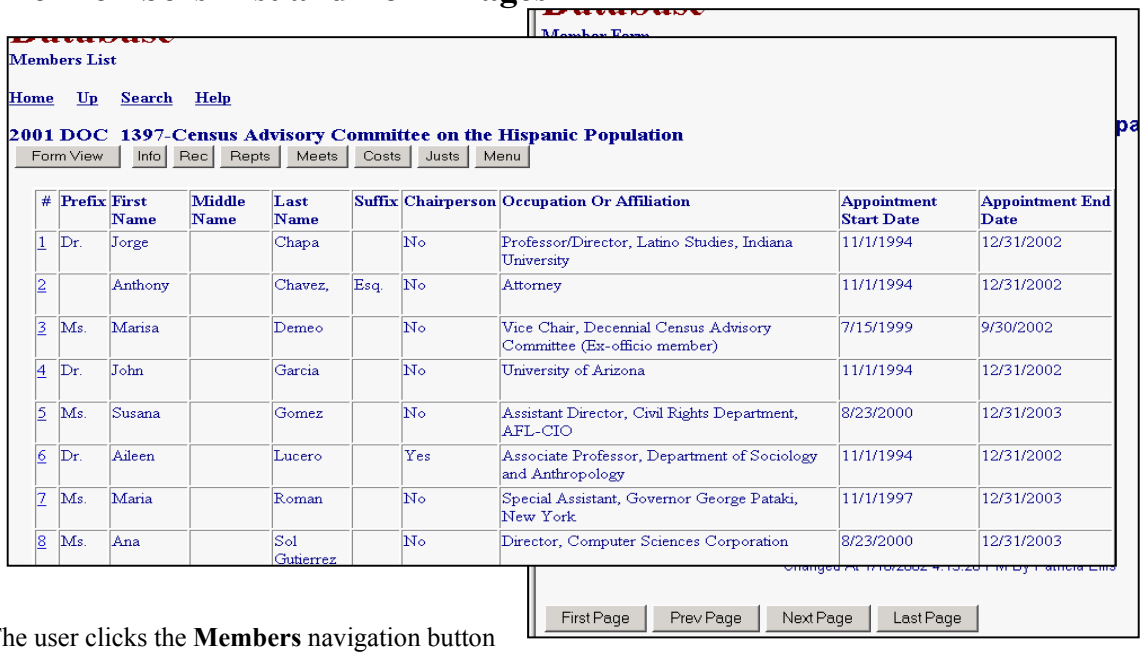
2001 DOC 1397-Census Advisory Committee on the Hispanic Population

Info Rec Repts Meets Costs Mems Menu

20a. How does the Committee Accomplish its Purpose?

The Committee assessed the implementation of Census 2000 operations and programs by conducting onsite field evaluations of census operations throughout the country. Their input provided valuable first-hand assessments to Census managers. Committee members have participated in numerous community activities across the nation in support of Census 2000, including participating in regional outreach activities, providing presentations at national conferences, sponsoring fairs and kick-off events, disseminating Census posters, tee-shirts and caps, as well as numerous other activities. The Committee provided invaluable input to the paid advertising campaign recommending specific strategies to reach English-speaking Latinos. Committee members reviewed and provided substantive comments on Census 2000 outreach materials relating to language translations and literacy. The Committee has requested that various components of the Census 2000 language program be evaluated including assessment of English/Spanish dual-response households. Committee members participated in discussions with Census managers on immigration trends and the foreign-born population. The Committee participated in teleconference calls on key decennial issues and participated in working groups to facilitate the U.S. Census Bureau's progress on Census 2000 milestones. Committee members participated in census evaluations of race and ethnic data providing input on survey design and methodology. Committee members have participated in ongoing discussions on the American Community Survey, providing a variety of recommendations on how this soon to be annual survey can obtain optimal minority participation. Finally, Committee members participated in formal census 2000 debriefings in which they provided assessments on a wide range of decennial operations, including partnerships and promotion, recruitment and hiring, paid advertising, data collection geography and other issues. These assessments are being reviewed for inclusion in a planning agenda for the 2010 Census.

The Members List and Form Pages


Members List

Home Up Search Help

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

Form View Info Rec Repts Meets Costs Justs Menu

#	Prefix	First Name	Middle Name	Last Name	Suffix	Chairperson	Occupation Or Affiliation	Appointment Start Date	Appointment End Date
1	Dr.	Jorge		Chapa		No	Professor/Director, Latino Studies, Indiana University	11/1/1994	12/31/2002
2		Anthony		Chavez,	Esq.	No	Attorney	11/1/1994	12/31/2002
3	Ms.	Marisa		Demeo		No	Vice Chair, Decennial Census Advisory Committee (Ex-officio member)	7/15/1999	9/30/2002
4	Dr.	John		Garcia		No	University of Arizona	11/1/1994	12/31/2002
5	Ms.	Susana		Gomez		No	Assistant Director, Civil Rights Department, AFL-CIO	8/23/2000	12/31/2003
6	Dr.	Aileen		Lucero		Yes	Associate Professor, Department of Sociology and Anthropology	11/1/1994	12/31/2002
7	Ms.	Maria		Roman		No	Special Assistant, Governor George Pataki, New York	11/1/1997	12/31/2003
8	Ms.	Ana		Sol Gutierrez		No	Director, Computer Sciences Corporation	8/23/2000	12/31/2003

First Page Prev Page Next Page Last Page

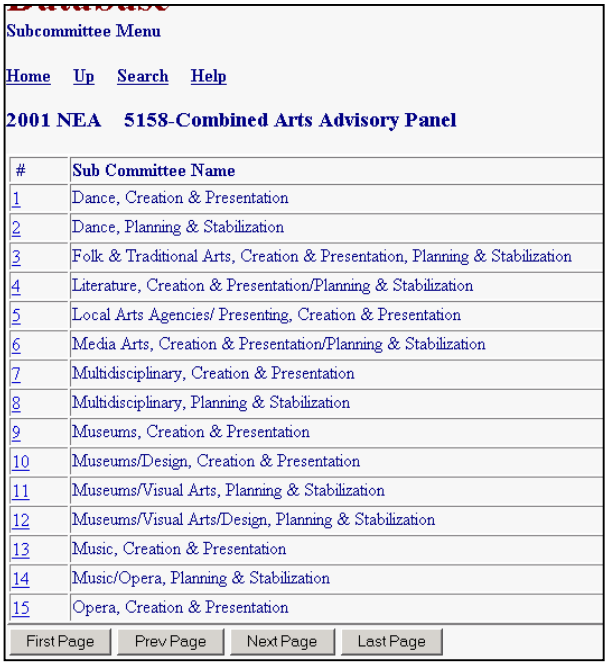
The user clicks the **Members** navigation button from either the **Committee Menu** page or the **Justifications** page to display the **Members** page. From the Member List page, the user clicks Form View or the hyperlinked hot number to the left of the member's name to view the member's detailed data.

Like the **Reports** and **Meetings** pages discussed previously, the **Members** page above is a list page. The data displayed on the screen is not all the information available, hence the horizontal scroll bar at the bottom of the screen. Internet Pages are usually arranged with the most important and/or used information at the top and left of the screen display to try to minimize the need to scroll. In previous years, the agencies were not required to provide all of the information found on the **Members** form page. **The Start Date, Stop Date** and other fields were there for clarity and convenience. The annual report did require that everyone who served during the year be listed. This can be misleading because, often, a committee might have 15 chartered members, but some members serve only part of the year. When everyone is listed the count of the members of a 15-member committee could easily be any number between 15 and 30. The **Appointment Start** and **Stop** dates add clarity to who served when, especially when two terms overlap the same report year and the other appointment information helps manage the laws requirements that committee membership balanced.

The user can return to the **Committee Menu** page via either the **Up** hyperlink twice, first to the **Members** list page and then the **Up** hyperlink again to the menu page, or directly to the **Committee Menu** page with the **Menu** navigation button below the **Committee Name**.

Sub-Committees

The **Sub-Committees** hyperlink is available for those committees that want to break out their data for **Reports, Meetings, Costs**, and **Members** among subcommittees. Subcommittees normally bring all of their work to the parent committee for review and the parent committee's understanding and approval and/or further development. The chartered parent committee advises the federal government, not the subcommittee. However, sometimes the DFO wants to break out the distribution of cost and effort by the subcommittees' work. In those cases the hyperlinks, navigation buttons, and data entry pages function for the subcommittee just the same as those already described at the committee level. The data from the subcommittee pages is combined with the data from the parent committee pages to produce a single summary report.



Subcommittee Menu

Home Up Search Help

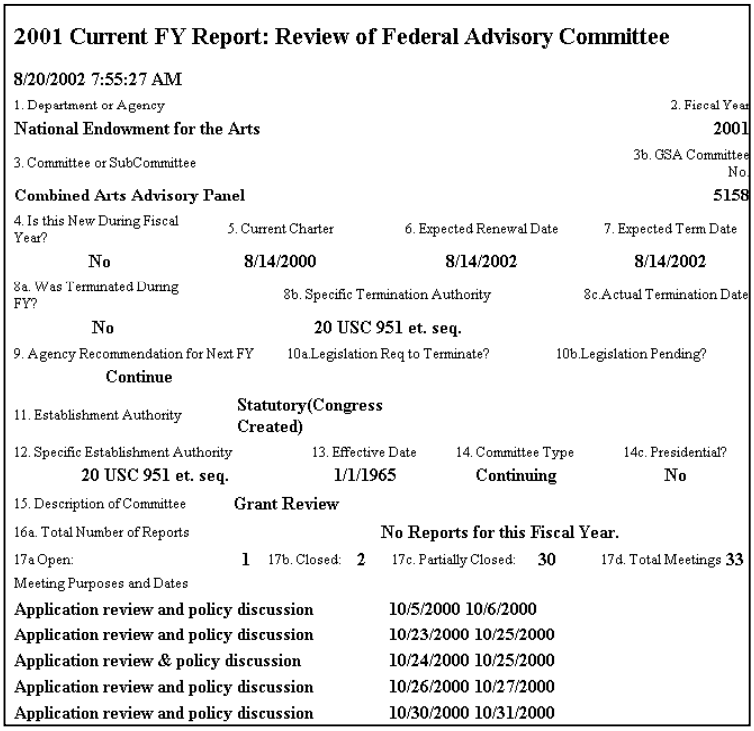
2001 NEA 5158-Combined Arts Advisory Panel

#	Sub Committee Name
1	Dance, Creation & Presentation
2	Dance, Planning & Stabilization
3	Folk & Traditional Arts, Creation & Presentation, Planning & Stabilization
4	Literature, Creation & Presentation/Planning & Stabilization
5	Local Arts Agencies/ Presenting, Creation & Presentation
6	Media Arts, Creation & Presentation/Planning & Stabilization
7	Multidisciplinary, Creation & Presentation
8	Multidisciplinary, Planning & Stabilization
9	Museums, Creation & Presentation
10	Museums/Design, Creation & Presentation
11	Museums/Visual Arts, Planning & Stabilization
12	Museums/Visual Arts/Design, Planning & Stabilization
13	Music, Creation & Presentation
14	Music/Opera, Planning & Stabilization
15	Opera, Creation & Presentation

First Page | Prev Page | Next Page | Last Page

Annual Report

The **Annual Report** hyperlink displays a single, printable report specific to the selected committee of the year's summary information.



2001 Current FY Report: Review of Federal Advisory Committee

8/20/2002 7:55:27 AM

1. Department or Agency: **National Endowment for the Arts**
2. Fiscal Year: **2001**
3. Committee or SubCommittee: **Combined Arts Advisory Panel**
3b. GSA Committee No.: **5158**
4. Is this New During Fiscal Year? **No**
5. Current Charter: **8/14/2000**
6. Expected Renewal Date: **8/14/2002**
7. Expected Term Date: **8/14/2002**
8a. Was Terminated During FY? **No**
8b. Specific Termination Authority: **20 USC 951 et. seq.**
8c. Actual Termination Date:
9. Agency Recommendation for Next FY: **Continue**
10a. Legislation Req to Terminate?
10b. Legislation Pending?
11. Establishment Authority: **Statutory(Congress Created)**
12. Specific Establishment Authority: **20 USC 951 et. seq.**
13. Effective Date: **1/1/1965**
14. Committee Type: **Continuing**
14c. Presidential? **No**
15. Description of Committee: **Grant Review**
16a. Total Number of Reports: **No Reports for this Fiscal Year.**
17a Open: **1** 17b. Closed: **2** 17c. Partially Closed: **30** 17d. Total Meetings **33**

Meeting Purposes and Dates

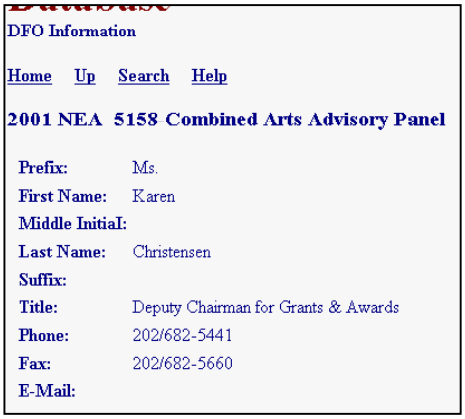
Application review and policy discussion	**10/5/2000 10/6/2000**
Application review and policy discussion	**10/23/2000 10/25/2000**
Application review & policy discussion	**10/24/2000 10/25/2000**
Application review and policy discussion	**10/26/2000 10/27/2000**
Application review and policy discussion	**10/30/2000 10/31/2000**

Designated Federal Official (DFO) Information

The **DFO Info** hyperlink displays the **DFO Info** page, the information screen for the Designated Federal Official assigned to the advisory committee.

The DFO assigned to maintain the committee information updates the information on the **DFO Info** page during the reporting year. The CMO can update this information as well, although the DFO cannot update the CMO information. In the same fashion the CMO can update the CMO information.

The user can return to the **Committee Menu** page by using the **Up** hyperlink.


DFO Information

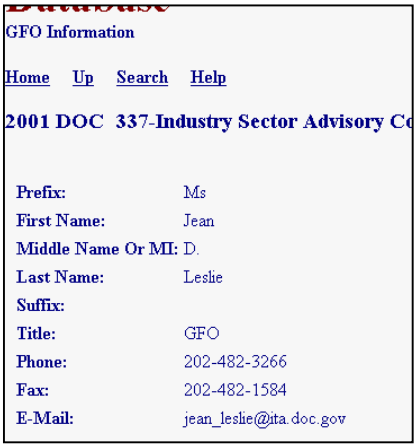
Home Up Search Help

2001 NEA 5158 Combined Arts Advisory Panel

Prefix:	Ms.
First Name:	Karen
Middle InitiaI:	
Last Name:	Christensen
Suffix:	
Title:	Deputy Chairman for Grants & Awards
Phone:	202/682-5441
Fax:	202/682-5660
E-Mail:	

Group Federal Official (GFO) Information

If a **GFO Info** hyperlink is visible, clicking the link displays the **GFO Info** page, which has information specific to the Group Federal Officer. This is a totally made-up name that you will not find in the Federal Advisory Committee Act (FACA). Some larger agencies have enough committees that they form subsets of the committees as specially named groups with a group coordinator assigned to each group, hence, the GFO. The Department of the Interior has all the advisory committees to the National Park Service in a group, all of the advisory committees to the Bureau of Land Management in a second group, etc., etc. But not all of the advisory committees to the Department of the Interior are in groups. The **GFO Info** hyperlink is only visible when a group coordinator is involved.


GFO Information

Home Up Search Help

2001 DOC 337-Industry Sector Advisory Co

Prefix:	Ms
First Name:	Jean
Middle Name Or MI:	D.
Last Name:	Leslie
Suffix:	
Title:	GFO
Phone:	202-482-3266
Fax:	202-482-1584
E-Mail:	jean_leslie@ita.doc.gov

Committee Management Officer (CMO) Information

The **CMO Info** link displays the **CMO Info** page when clicked. There is always a Committee Management Officer (CMO) for every agency with an advisory committee, just as there is always a Designated Federal Official (DFO) for each advisory committee. The contents of the **E-Mail Address** field plays an important part in the workflow process of this system, since e-mails are sent to this address alerting the CMO of changes made to the committee data.

The user returns to the **Committee Menu** page via the **Up** hyperlink. Of course, the user could, at any time, when experiencing severe ennui from the never-ending presentation of the World Of Online FACA (WOOF), return to the opening page of the system by clicking the **Home** hyperlink.

CMO Information

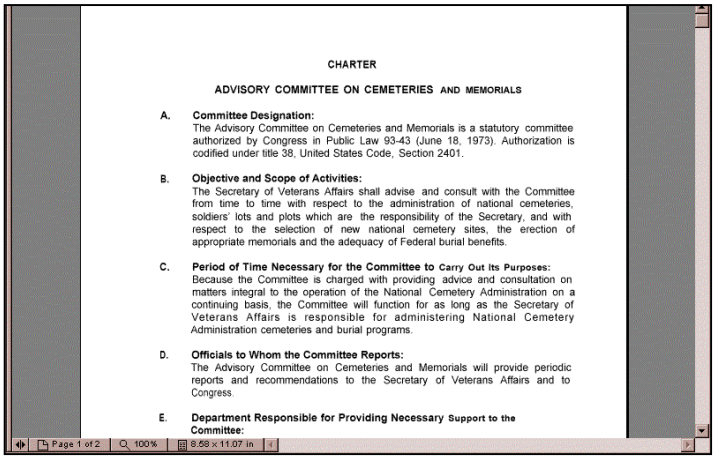
Home Up Search Help

2001 DOC 337-Industry Sector Advisory Committee o

Prefix:	
First Name:	Helen
Middle Name Or MI:	L.
Last Name:	Halloway
Suffix:	
Title:	CMO
Phone:	202-482-0256
Fax:	202-482-3270
E-Mail:	Hhalloway@doc.gov;LAnadal1@doc.gov
Agency URL:	http://www.doc.gov

View Charter

The **View Charter** hyperlink displays the committee's current Charter. Either the agency or the Committee Management Secretariat has uploaded the charter to the online storage system. For some older charters, which exist only in hard copy, the document has been scanned into a readable .pdf format and uploaded to the system (not all committee charters require renewal and some date back to the Whiskey Rebellion). Returning from the **View Charter** screen to the **Committee Menu** page is one of the few times that it is appropriate to click the **browser back button.**



CHARTER

ADVISORY COMMITTEE ON CEMETERIES AND MEMORIALS

A. **Committee Designation:**
The Advisory Committee on Cemeteries and Memorials is a statutory committee authorized by Congress in Public Law 93-43 (June 18, 1973). Authorization is codified under title 38, United States Code, Section 2401.

B. **Objective and Scope of Activities:**
The Secretary of Veterans Affairs shall advise and consult with the Committee from time to time with respect to the administration of national cemeteries, soldiers' lots and plots which are the responsibility of the Secretary, and with respect to the selection of new national cemetery sites, the erection of appropriate memorials and the adequacy of Federal burial benefits.

C. **Period of Time Necessary for the Committee to Carry Out Its Purposes:**
Because the Committee is charged with providing advice and consultation on matters integral to the operation of the National Cemetery Administration on a continuing basis, the Committee will function for as long as the Secretary of Veterans Affairs is responsible for administering National Cemetery Administration cemeteries and burial programs.

D. **Officials to Whom the Committee Reports:**
The Advisory Committee on Cemeteries and Memorials will provide periodic reports and recommendations to the Secretary of Veterans Affairs and to Congress.

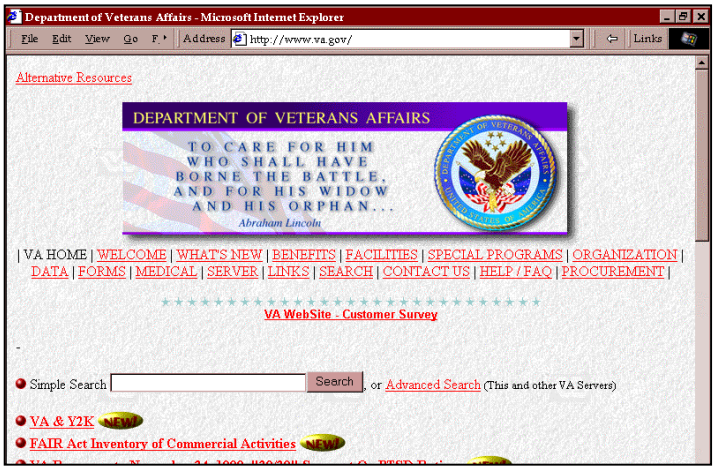
E. **Department Responsible for Providing Necessary Support to the Committee:**

Page 1 of 2 | 100% | 8.50 x 11.07 in

The user returns to the **Committee Menu** page with the **Up** hyperlink.

Committee Web Site

If the **Committee Menu** page displays a **Web Site** hyperlink, the page is linked directly to a web site for either the advisory committee or the advisory committee's agency. Some agencies and some committees place their charters, reports, minutes, committee activities and meeting dates, etc. directly on their own web site. If the user has jumped to the web site and wishes to return to the tracking system, the user clicks the web browser's back button. If the user has browsed deeply into the agency's or committee's web site, it may be necessary to click **Go Back** many, many times to return to the FACADatabase Online System.



Department of Veterans Affairs - Microsoft Internet Explorer

File Edit View Go F Address http://www.va.gov/ Links

Alternative Resources

DEPARTMENT OF VETERANS AFFAIRS

TO CARE FOR HIM WHO SHALL HAVE BORNE THE BATTLE, AND FOR HIS WIDOW AND HIS ORPHAN...
Abraham Lincoln

| VA HOME | WELCOME | WHAT'S NEW | BENEFITS | FACILITIES | SPECIAL PROGRAMS | ORGANIZATION | DATA | FORMS | MEDICAL | SERVER | LINKS | SEARCH | CONTACT US | HELP / FAQ | PROCUREMENT |

VA WebSite - Customer Survey

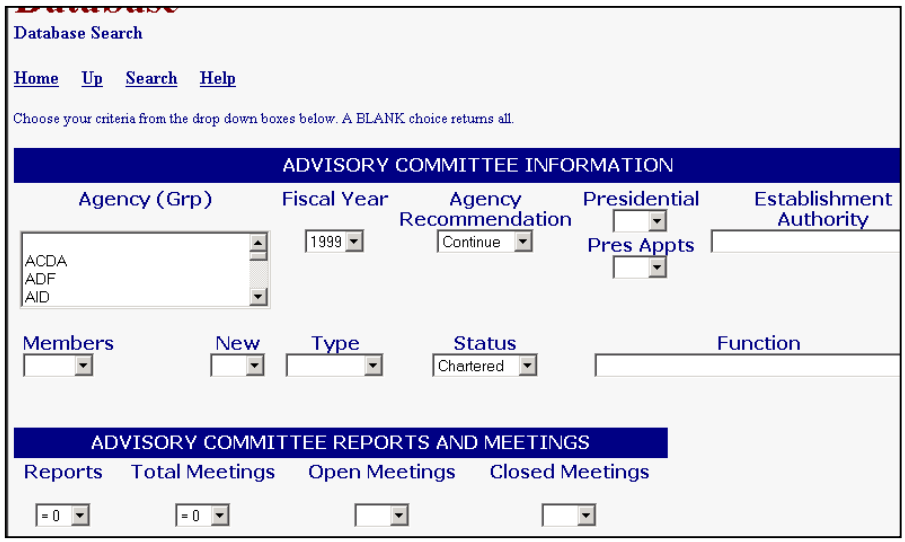
Simple Search Search , or Advanced Search (This and other VA Servers)

VA & Y2K NEW!

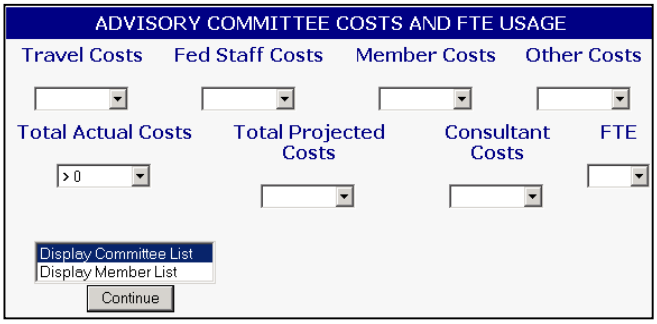
FAIR Act Inventory of Commercial Activities NEW!

The Database Search

The **Database Search** button displays the **Database Search** page. To see all the options available to refine a query or fine-tune a search it is necessary to scroll down to the bottom of the page. The **Database Search** feature allows the user to pose an query to the data base and get the response data back as a web page.



A typical inquiry could be "Give me all the committees in 1999 that were chartered, recommended to continue, and spending money but did not hold any meetings or issue any reports."



FACA Database Search Report — August 20, 2002 9:00:34 AM

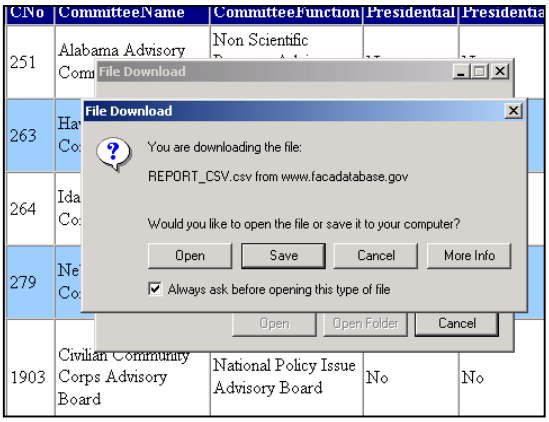
WHERE FY = '1999' AND CommitteeStatus = 'Chartered' AND Recommendation = 'Continue' AND (Reports is null or Reports = 0) AND (MeetingsTotal is null or MeetingsTotal = 0) AND TotalActualCosts > 0

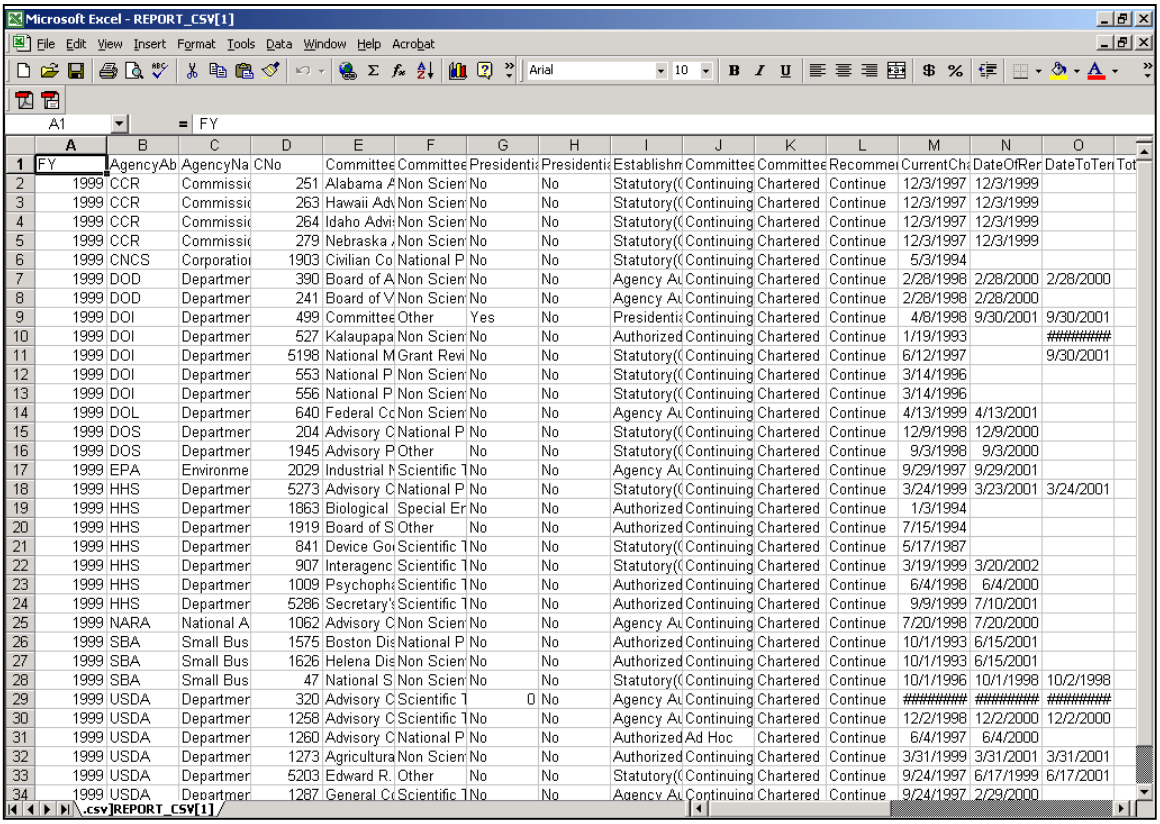
Spreadsheet XML ASCII

FY	AgencyAbbr	AgencyName	CNo	CommitteeName	CommitteeFunction	Presidential	PresidentialAppointments	EstablishmentAuthority
1999	CCR	Commission on Civil Rights	251	Alabama Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)
1999	CCR	Commission on Civil Rights	263	Hawaii Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)
1999	CCR	Commission on Civil Rights	264	Idaho Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)
1999	CCR	Commission on Civil Rights	279	Nebraska Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)

The user can decide to save the search result as a spreadsheet file, an XML file (useful if you want to dump the data into a database), or an ASCII file (a text file that can be used in any word processor).

After selecting the file type to use to analyze the query data produced above, clicking on the **Continue** button displays a download window. Click "**Open"** to display the response data in an Excel spreadsheet.





FY	AgencyAb	AgencyNa	CNo	Committee	Committee	Presidentia	Presidentia	Establishn	Committee	Committee	Recommei	CurrentCha	DateOfRer	DateToTer	Tot
1999	CCR	Commissio	251	Alabama A	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	12/3/1997	12/3/1999		
1999	CCR	Commissio	263	Hawaii Ad	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	12/3/1997	12/3/1999		
1999	CCR	Commissio	264	Idaho Advi	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	12/3/1997	12/3/1999		
1999	CCR	Commissio	279	Nebraska /	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	12/3/1997	12/3/1999		
1999	CNCS	Corporatio	1903	Civilian Co	National P	No	No	Statutory((	Continuing	Chartered	Continue	5/3/1994			
1999	DOD	Departmer	390	Board of A	Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	2/28/1998	2/28/2000	2/28/2000	
1999	DOD	Departmer	241	Board of V	Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	2/28/1998	2/28/2000		
1999	DOI	Departmer	499	Committee	Other	Yes	No	Presidentia	Continuing	Chartered	Continue	4/8/1998	9/30/2001	9/30/2001	
1999	DOI	Departmer	527	Kalaupapa	Non Scien	No	No	Authorized	Continuing	Chartered	Continue	1/19/1993		########	
1999	DOI	Departmer	5198	National M	Grant Revi	No	No	Statutory((	Continuing	Chartered	Continue	6/12/1997		9/30/2001	
1999	DOI	Departmer	553	National P	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	3/14/1996			
1999	DOI	Departmer	556	National P	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	3/14/1996			
1999	DOL	Departmer	640	Federal Cc	Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	4/13/1999	4/13/2001		
1999	DOS	Departmer	204	Advisory C	National P	No	No	Statutory((	Continuing	Chartered	Continue	12/9/1998	12/9/2000		
1999	DOS	Departmer	1945	Advisory P	Other	No	No	Statutory((	Continuing	Chartered	Continue	9/3/1998	9/3/2000		
1999	EPA	Environme	2029	Industrial I	Scientific 1	No	No	Agency Au	Continuing	Chartered	Continue	9/29/1997	9/29/2001		
1999	HHS	Departmer	5273	Advisory C	National P	No	No	Statutory((	Continuing	Chartered	Continue	3/24/1999	3/23/2001	3/24/2001	
1999	HHS	Departmer	1863	Biological	Special Er	No	No	Authorized	Continuing	Chartered	Continue	1/3/1994			
1999	HHS	Departmer	1919	Board of S	Other	No	No	Authorized	Continuing	Chartered	Continue	7/15/1994			
1999	HHS	Departmer	841	Device Go	Scientific 1	No	No	Statutory((	Continuing	Chartered	Continue	5/17/1987			
1999	HHS	Departmer	907	Interagenc	Scientific 1	No	No	Statutory((	Continuing	Chartered	Continue	3/19/1999	3/20/2002		
1999	HHS	Departmer	1009	Psychopha	Scientific 1	No	No	Authorized	Continuing	Chartered	Continue	6/4/1998	6/4/2000		
1999	HHS	Departmer	5286	Secretary's	Scientific 1	No	No	Authorized	Continuing	Chartered	Continue	9/9/1999	7/10/2001		
1999	NARA	National A	1062	Advisory C	Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	7/20/1998	7/20/2000		
1999	SBA	Small Bus	1575	Boston Dis	National P	No	No	Authorized	Continuing	Chartered	Continue	10/1/1993	6/15/2001		
1999	SBA	Small Bus	1626	Helena Dis	Non Scien	No	No	Authorized	Continuing	Chartered	Continue	10/1/1993	6/15/2001		
1999	SBA	Small Bus	47	National S	Non Scien	No	No	Statutory((	Continuing	Chartered	Continue	10/1/1996	10/1/1998	10/2/1998	
1999	USDA	Departmer	320	Advisory C	Scientific 1	0	No	Agency Au	Continuing	Chartered	Continue	########	########	########	
1999	USDA	Departmer	1258	Advisory C	Scientific 1	No	No	Agency Au	Continuing	Chartered	Continue	12/2/1998	12/2/2000	12/2/2000	
1999	USDA	Departmer	1260	Advisory C	National P	No	No	Authorized	Ad Hoc	Chartered	Continue	6/4/1997	6/4/2000		
1999	USDA	Departmer	1273	Agricultura	Non Scien	No	No	Authorized	Continuing	Chartered	Continue	3/31/1999	3/31/2001	3/31/2001	
1999	USDA	Departmer	5203	Edward R.	Other	No	No	Statutory((	Continuing	Chartered	Continue	9/24/1997	6/17/1999	6/17/2001	
1999	USDA	Departmer	1287	General C	Scientific 1	No	No	Agency Au	Continuing	Chartered	Continue	9/24/1997	2/29/2000		

Well, does the answer of 33 committees and 810,390 dollars make this a question worth further analysis? Depending upon your decision, the spreadsheet could be saved to a file on your local computer for future consideration. The response data set will always contain the same set of fields, but the record-set will change based upon the search criteria. The fields returned are:

- **Fiscal Year** (Currently, 1997-2002. The year 2002 will be updated continuously through the end of the calendar year.)
- **Agency Abbreviation**
- **Agency Name**
- **Committee Number** (GSA assigned this number when the committee was established to track the committee over its life and history)
- **Committee Name**
- **Committee Function** (generic classification of the committee concerned)

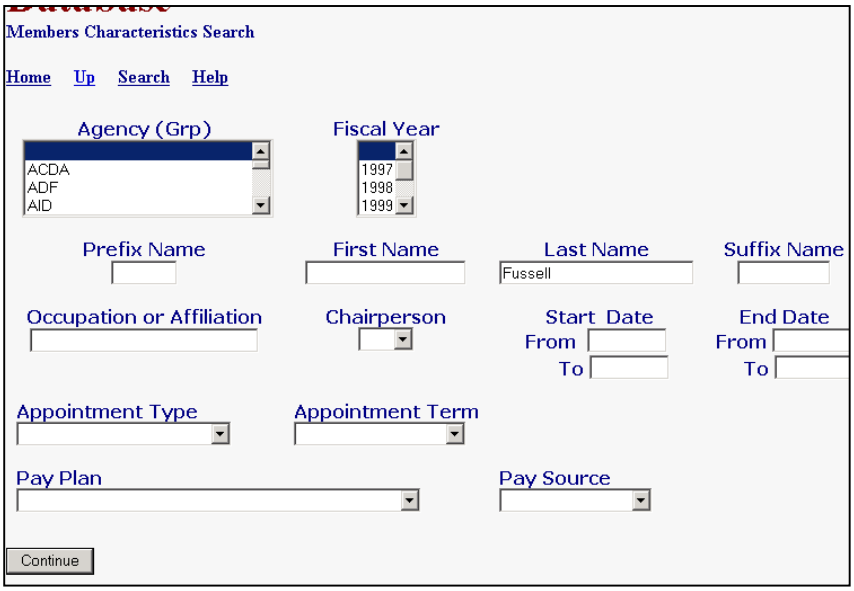
- **Presidential** (Reports to the President: Yes or No)
- **Presidential Appointments** (President appoints some members: Yes or No)
- **Establishment Authority** (Statutory, Presidential, Agency, or Authorized by Law. Not all advisory committees established by the President report to the President)
- **Type of Committee** (Continuing from year to year or Ad Hoc [less than one year])
- **Committee Status** (Chartered, Terminated, Pending)
- **Agency Recommendation** (to continue or terminate the committee)
- **Total Number of Members**
- **Current Charter Date** (as of the year being reported)
- **Date to renew Charter** (as of the year being reported)
- **Date to terminate committee** (if stated in charter or legislation)
- **Total Number of Members**
- **Total Number of Reports**
- **Number of Open Meetings**
- **Number of Closed Meetings** (includes meetings that were partially closed)
- **Total Number of Meetings**
- **Travel Costs** (all members, consultants, and staff reported)
- **Federal Staff Costs** (includes applicable percentage of salary and benefits)
- **Member Costs** (includes Federal members)
- **Consultants Costs**
- **Other Costs** (all other costs of meetings)
- **Total Actual Costs**
- **Total Projected Costs** (for the next fiscal year)
- **Full Time Equivalent (FTE)** (the number of full time staff supporting the committee)
- **CMO Contact Information**
- **DFO Contact Information**
- **Date committee data was last updated** (for reported year)
- **Primary key information for database**
- **New Committee the year reported: Yes or No**.

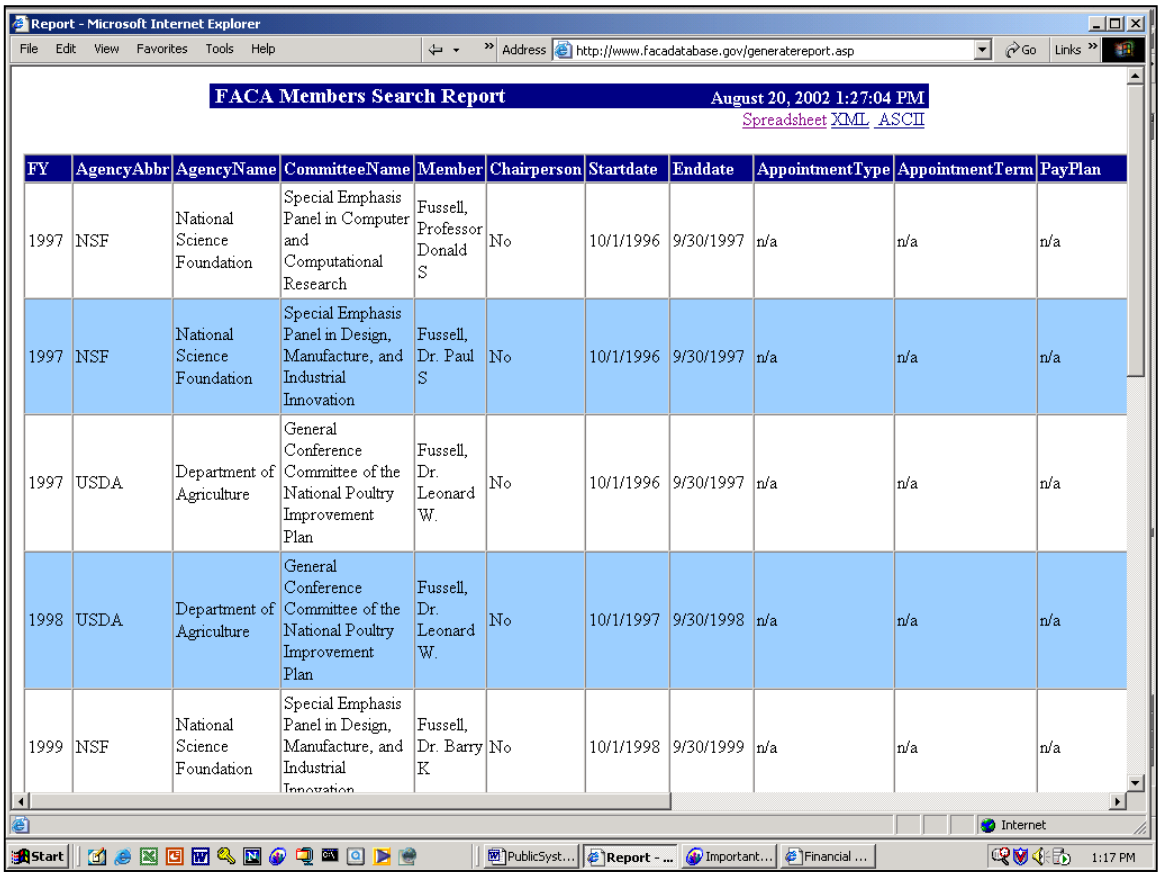
In an attempt to make the system useful for the largest number of users, the **Database Search** design quickly provides the most frequently requested data set.

The Members Search

Since there are usually more than 50,000 citizens contributing their time to advisory committee concerns in any given year, the system could be considered vastly incomplete without a Member Search capability.

The Members Characteristics Search allows searching the Member table by any or all of the listed characteristics. Searching all years and all agencies for members with a last name like Fussell (not an overly common name) produces the page below.





Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://www.facadatabase.gov/generatereport.asp Go Links

FACA Members Search Report August 20, 2002 1:27:04 PM

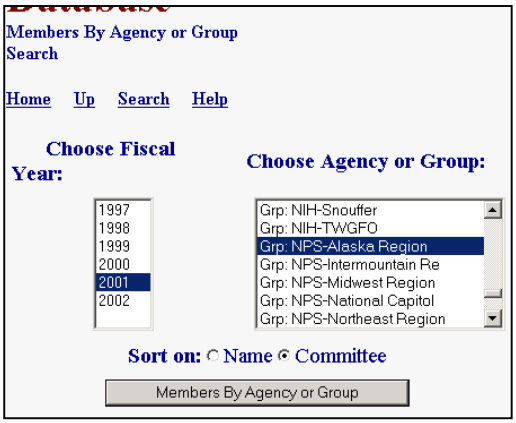
Spreadsheet XML ASCII

FY	AgencyAbbr	AgencyName	CommitteeName	Member	Chairperson	Startdate	Enddate	AppointmentType	AppointmentTerm	PayPlan
1997	NSF	National Science Foundation	Special Emphasis Panel in Computer and Computational Research	Fussell, Professor Donald S	No	10/1/1996	9/30/1997	n/a	n/a	n/a
1997	NSF	National Science Foundation	Special Emphasis Panel in Design, Manufacture, and Industrial Innovation	Fussell, Dr. Paul S	No	10/1/1996	9/30/1997	n/a	n/a	n/a
1997	USDA	Department of Agriculture	General Conference Committee of the National Poultry Improvement Plan	Fussell, Dr. Leonard W.	No	10/1/1996	9/30/1997	n/a	n/a	n/a
1998	USDA	Department of Agriculture	General Conference Committee of the National Poultry Improvement Plan	Fussell, Dr. Leonard W.	No	10/1/1997	9/30/1998	n/a	n/a	n/a
1999	NSF	National Science Foundation	Special Emphasis Panel in Design, Manufacture, and Industrial Innovation	Fussell, Dr. Barry K	No	10/1/1998	9/30/1999	n/a	n/a	n/a

Internet

Start PublicSyst... Report - ... Important... Financial ... 1:17 PM

The Members by Agency or Group Search produces a list of committee members contributing their time to a particular agency or sub group (like the National Park Service, and within the NPS, the Alaska Region) for a particular year. When using this feature, please remember that some groups and some agencies are very large (the Department of Health and Human Services [HHS] would have a list 25,000 members long during any single year and the National Institutes of Health, a sub group of HHS, has 13,000 of those committee members during the same period). Asking your computer to download lists of those sizes, or your printer to print the list out can be wasteful of your resources as well as ours.



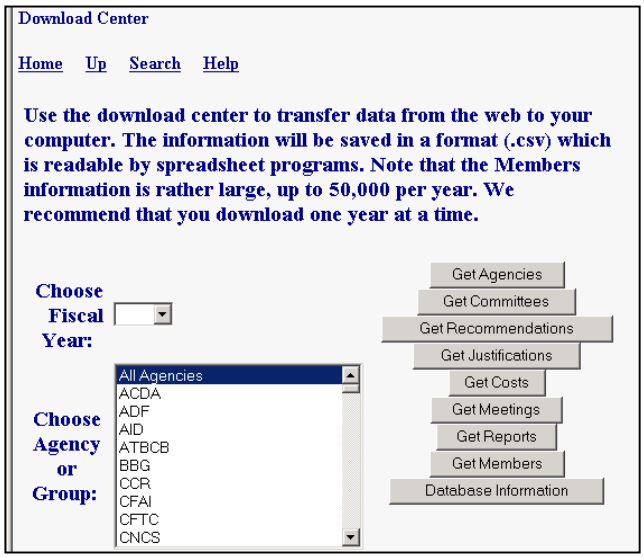
FACA Members Report August 20, 2002 1:37:41 PM

WHERE GroupName Like 'NPS-Alaska Region%' AND FY = '2001' Spreadsheet XML ASCII

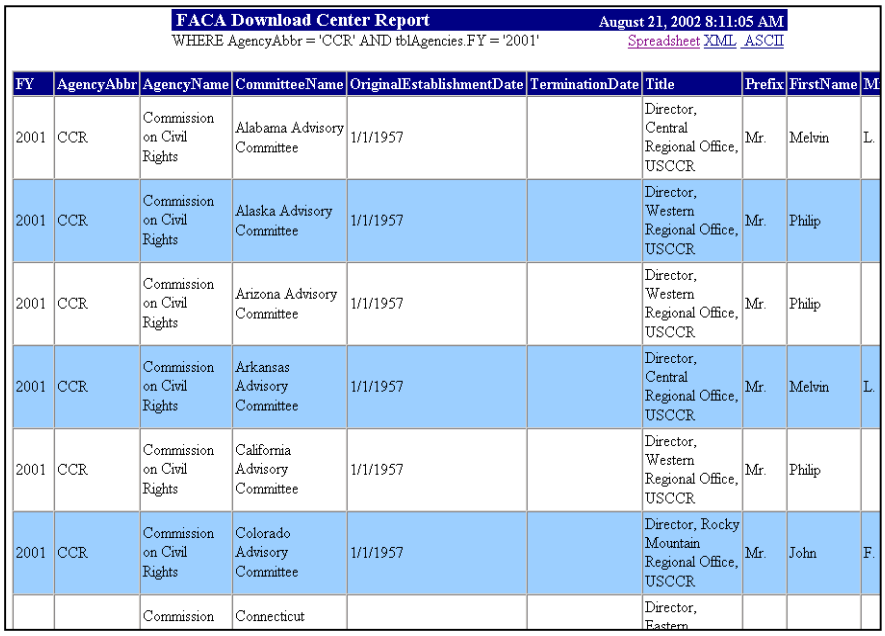
CommitteeName	Member	FY	AgencyAbbr	AgencyName	Chairperson	Startdate	Enddate	AppointmentType	AppointmentTerm	PayPlan
National Park Service Subsistence Resource Commission-Aniakchak National Monument	Anderson, Algot L.	2001	DOI	Department of the Interior	No	11/4/2000	11/4/2003	Other	3 years	None
National Park Service Subsistence Resource Commission-Aniakchak National Monument	Boskofsky, Alvin	2001	DOI	Department of the Interior	No	2/28/2000	2/12/2003	Other	3 years	None
National Park Service Subsistence Resource Commission-Aniakchak National Monument	Christensen, Jr., Robert	2001	DOI	Department of the Interior	No	2/1/2001	2/1/2004	Agency	3 years	None
National Park Service Subsistence Resource Commission-Wrangell-St. Elias National Park	McCarthy, Suzanne	2001	DOI	Department of the Interior	No	11/4/2000	11/4/2003	Other	3 years	None
National Park Service Subsistence Resource Commission-Wrangell-St. Elias National Park	Miller, Sr., Charles P.	2001	DOI	Department of the Interior	No	11/4/2000	11/4/2003	Other	3 years	None
National Park Service Subsistence Resource Commission-Wrangell-St. Elias National Park	Sensmeier, Raymond	2001	DOI	Department of the Interior	Yes	2/1/2001	2/1/2003	Agency	3 years	None
National Park Service Subsistence Resource Commission-Wrangell-St. Elias National Park	Stickwan, Gloria	2001	DOI	Department of the Interior	No	11/4/1998	11/4/2001	Other	3 years	None

The other kind of data set most requested from the database is a list – members, meetings, reports, etc. Our approach here also is provide the user with a fixed data set of fields while allowing a selection of records via the most appropriate search criteria for our data design. This feature is called the **Download Center** and we discuss it next.

The Download Center



Clicking the **Download Center** button displays the **Download Center** page. The user can download all the data in the database except a couple of fields of data that are restricted due to privacy concerns (i.e., committee members' e-mail addresses, etc.). The data results are first displayed in a web page. From there the data can be downloaded to a spreadsheet file, an XML file, or an ASCII file. Selection criteria can be the fiscal year or the agency or the group. The user may select any single fiscal year, or all of them, by leaving the Fiscal Year criteria blank in the Choose Fiscal Year selection box. The user can select a single agency or group, or all the agencies from the agency criteria selection box. Once the selections are made, the user clicks the appropriate button to list the agencies or committees or members, etc., etc. The downloaded data includes the key information that relates the tables to each other, and all downloads except the **GetAgencies** option includes the **Agency**, the **Committee Number,** and the **Committee Name**.



FACA Download Center Report August 21, 2002 8:11:05 AM

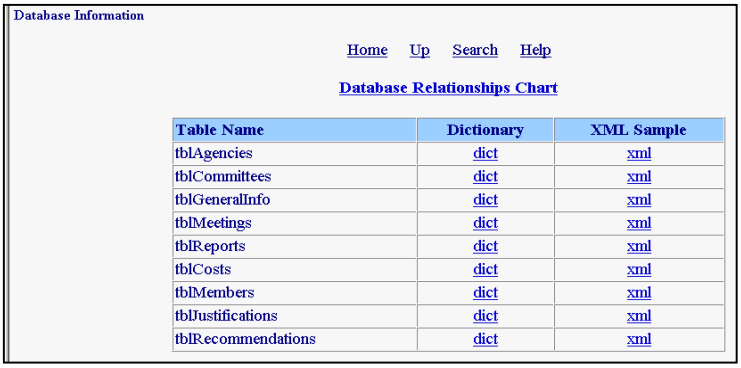
WHERE AgencyAbbr = 'CCR' AND tblAgencies.FY = '2001' Spreadsheet XML ASCII

FY	AgencyAbbr	AgencyName	CommitteeName	OriginalEstablishmentDate	TerminationDate	Title	Prefix	FirstName	M
2001	CCR	Commission on Civil Rights	Alabama Advisory Committee	1/1/1957		Director, Central Regional Office, USCCR	Mr.	Melvin	L
2001	CCR	Commission on Civil Rights	Alaska Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip	
2001	CCR	Commission on Civil Rights	Arizona Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip	
2001	CCR	Commission on Civil Rights	Arkansas Advisory Committee	1/1/1957		Director, Central Regional Office, USCCR	Mr.	Melvin	L
2001	CCR	Commission on Civil Rights	California Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip	
2001	CCR	Commission on Civil Rights	Colorado Advisory Committee	1/1/1957		Director, Rocky Mountain Regional Office, USCCR	Mr.	John	F
		Commission	Connecticut			Director, Eastern			

There are a couple of caveats. Selecting "blank' from **Choose Fiscal Years** gets "**All the fiscal years**", which includes selecting the current fiscal year. Not only does this select a lot of data, there is the additional problem that the current fiscal year is usually incomplete until the end of that calendar year, and any download including the current year will likely provide incomplete and inaccurate results until then. It is best to select a single year at a time.

There are a lot of members, so selecting all agencies and clicking on **Get Members** will potentially produce a huge download (300,000 records now and adding 50,000 more each year). HHS had almost 25,000 members in their advisory committees in 1999.

The **Database Information** button displays information on the structure of the data tables stored in the system. With the key fields in each download table identified and the relationships between the tables displayed, the data provided in these downloads can be recombined on the user's local system for practically any kind of further analysis and reports. The Committee Management Secretariat's intention is to provide the user with all the data available in our system that does not intrude on public committee members' privacy, and the means to use it as useful and relevant information. Feedback and suggestions will always be considered for the next system iteration (the system has been in continuous development for the past six years and we expect that there will always be a next system iteration until the developers retire, quit, or die).


Database Information

Home Up Search Help

Database Relationships Chart

Table Name	Dictionary	XML Sample
tblAgencies	dict	xml
tblCommittees	dict	xml
tblGeneralInfo	dict	xml
tblMeetings	dict	xml
tblReports	dict	xml
tblCosts	dict	xml
tblMembers	dict	xml
tblJustifications	dict	xml
tblRecommendations	dict	xml

The Annual Comprehensive Reviews

Congress determined in 1998 that, when updated regularly and consistently, this online system provided the information they required as the "annual report" on advisory committees. Also in 1998, in the interest of eliminating the production of superfluous, costly, "printed" reports, Congress added "the 'printed and transmitted by the President' FACA Annual Report" to a list of printed reports they no longer required be provided to Congress after December, 1999.

The Federal Advisory Committee Act passed in 1972 and every amendment since then has required that the Committee Management Secretariat and the agencies having advisory committees subject to the Act utilize a process referred to in the law as the "Annual Comprehensive Review". The Annual Comprehensive Review is an examination of the committees for usefulness, efficiency, relevance and compliance with the law's requirements. The means utilized by the Secretariat to conduct that annual review through 1998 was an analysis of the data collected by the "annual report" data collection process. Since the inception and utilization of this online system, the data in this system provides the data for analysis. While this system has matured to the point where it can now be utilized and updated 24 hours a day, 7 days a week, the transition of the federal employee users from an annual data collection process to a weekly or monthly update process is still a work in progress (often a committee responsibility is in addition to other work). That transition is one of the reasons that there is still a period in the fall where every CMO and DFO brings the data in the system on their committee for that year to a verified state of accuracy and completeness. We expect that fall clean-up process will continue to be the SOP for some years to come.

In the same vein, there were some reports in the printed annual report that certain audiences still desire. To satisfy that requirement reports that are compiled from the data, .pdf files of previously printed annual reports, and new analyses when requested and prepared, will all be gathered in this section.

Annual Comprehensive Review

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File Name	File Size
1999_Committee_List.rtf	540534
1999_Committee_List_by_Authority.doc	318976
1999_Committee_List_by_Function.doc	391168
1999_Committee_List_by_Personnel_Payments.doc	315904
1999_Committee_List_by_Personnel_Payments_and_Details.doc	503296
2000_Committee_List.doc	469504
2000_Committee_List_by_Authority.doc	320512
2000_Committee_List_by_Function.doc	393216
2000_Committee_List_by_Personnel_Payments.doc	314368
2000_Committee_List_by_Personnel_Payments_and_Detail.rtf	762543
2001_Committee_List.rtf	632222
2001_Committee_List_By_Authority.rtf	333471
2001_Committee_List_By_Function.rtf	437754
2001_Committee_List_By_Personnel_Payments.rtf	344302